





Madera Outlook

Hundreds of years ago Monos, Miwak, Chukchansi and Yokut people traversed this area trading, harvesting, processing, manufacturing, hunting, fishing and conferencing; today these peoples are an active part of Madera County's colorful human mosaic.

Californios, raising cattle and horses, opened expansive rancheros here. When men pulled gold from the streams and hills in this area, it became an international destination. Towns and settlements sprang up, like wild flowers. A flooding river of people swirled into Central California. They flowed in from lands like China, Italy, Peru and Germany. In addition, the enormous tide of immigrants from the United States dwarfed the Mexican population in their own province.

The weight of these migrations added leverage to forces that swung California from Mexico's possession into America's prize of States. Coarsegold and Oakhurst were early mining towns laying claim to the southern end of the great "Mother Load," of gold, stretching through Central California's Sierra Nevada Foothills.

Even though thousands of dollars worth of gold came out of these hills, the people who became wealthy from gold strikes were few. Companies with sophisticated technologies formed the backbone of the mining industry. Mining shrank, and logging expanded. Entrepreneurs erected water-blasting flumes, rifling logs down the mountains up to 60 miles an hour. In 1876, where the flumes intersected the railroads, a valley mill town sprang up. The town was called Lumber and went by its Spanish name - Madera.

Madera was on the railway line and was a major stage stop. It was the staging area for the two-day stagecoach trip into Yosemite. Madera's Hotels developed a reputation for good food. Ingenious local farmers developed sophisticated irrigation projects on fertile soils around Madera, and the land bore fruit. On May 16, 1893, the area became a county, including 2,147 square miles of beautiful Central California land.

Today's wealth in Madera County is a blend between its people and the land. Protected National Forests, the south-western skirts of Yosemite National Park, The Chowchilla and San Joaquin Rivers; Hensley, Eastman and Bass Lakes, streams, farms, factories, and hard working businesses characterize this unique county. Innovative educational programs like the "Madera Method" (teaching children writing skills through historical research and field anthropology) and a new expanding Community College, with strong links to the neighboring CSU Fresno, open wide vistas for a highly educated and skilled work force.

Madera County has some of the best agricultural land in the nation. Madera County's farms send almonds and pistachios around the world. Nine wineries in this county contribute significantly to the production of a wine for the nation. Grapes, alfalfa, and cotton covered 156,580 acres of land in Madera County in 1999. Over 100 manufacturing and processing companies produce goods like olives, flour, dairy products, lumber, insulation, boxes, bottles, and sprinklers, to list a few. Valley Children's Hospital provides high quality, comprehensive health care services to the children of Central California, regardless of their ability to pay. Serving 10 Central California counties and employing nearly 2,000 people, the dedicated people working at Valley Children's Hospital are a credit to Madera County.

For those needing to get away, nice hotels, motels, Bed & Breakfasts, fine food (from Basque to Japanese), serene vistas, and a relaxed atmosphere are all here in Madera County. The history is present, and the future is unfolding in one of California's fastest growing counties. The exact geographic center of California lies just beyond North Fork, in eastern Madera County. Madera County is at the heart of California. For more detailed information about our county please visit, www.madera-county.com.

Sponsors

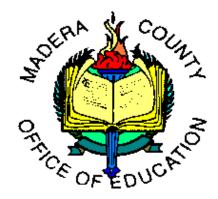
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The California Cooperative

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Occupational Information System

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Thanks also to the Labor Market Information Division (LMID) staff for their support and technical assistance. We would especially like to thank Tony Di Napoli, LMID Research Analyst, and Carla Barnes, Labor Market Consultant, for help and partnership throughout this program.

You may reach the participating agencies at the following web sites:

- Madera County Workforce Development Office (MCWDO): www.maderacoe.k12.ca.us/mcwdo
- State of California Employment Development Department (EDD): www.edd.ca.gov
- California Occupational information Coordinating Committee (COICC): www.soicc.ca.gov
- EDD Labor Market Information Division (LMID): www.calmis.ca.gov

Requests for more information or any questions regarding the data contained in this report should be directed to the attention of Nivia Oliveira, Labor Market Analyst at (559) 662-4600, or E-mail nivia@thegrid.net.

Table of Contents

Page Description

- 2 Sponsors
- 3 Acknowledgements
- 4 Table of Contents
- 6 Introduction
- 7 Uses of Report / Definition of Terms
- 8 Occupational Summary Highlights
- 11 Getting Ahead
- 12 Opportunities in Health Science
- 13 Opportunities in Information Technology
- 14 Methodology
 - 16 ACCOUNTANTS AND AUDITORS
 - 18 ADMINISTRATIVE ASSISTANTS
 - 20 ASSEMBLERS AND FABRICATORS EXCEPT MACHINE, ELECTRICAL, ELECTRONIC, AND PRECISION
 - 22 AUTOMOTIVE BODY AND RELATED REPAIRERS
 - 24 AUTOMOTIVE MECHANICS
 - 26 BAKERS BREAD AND PASTRY
 - 28 BARTENDERS
 - 30 BILLING, COST AND RATE CLERKS
 - 32 BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS
 - 34 BUS DRIVERS SCHOOL
 - 36 CABINETMAKERS AND BENCH CARPENTERS
 - 38 COMPUTER NETWORK TECHNICIANS
 - 40 COMPUTER PROGRAMMERS, INCLUDING AIDES
 - 42 CONSTRUCTION MANAGERS
 - 44 COOKS SPECIALTY FAST FOOD
 - 46 COST ESTIMATORS
 - 48 COUNTER AND RENTAL CLERKS
 - 50 CUSTOMER SERVICE REPRESENTATIVES
 - 52 EMERGENCY MEDICAL TECHNICIANS I
 - 54 EMERGENCY MEDICAL TECHNICIANS PARAMEDIC
 - 56 FARM EQUIPMENT MECHANICS
 - 58 FIREFIGHTERS
 - 60 FOREST AND CONSERVATION WORKERS
 - 62 GENERAL MANAGERS & TOP EXECUTIVES
 - 64 GRADERS AND SORTERS AGRICULTURAL PRODUCTS
 - 66 GUARDS AND WATCH GUARDS
 - 68 HAND PACKERS AND PACKAGERS
 - 70 HOTEL DESK CLERKS
 - 72 HOUSEKEEPING SUPERVISORS
 - 74 INDUSTRIAL PRODUCTION MANAGERS
 - 76 INDUSTRIAL TRUCK AND TRACTOR OPERATORS
 - 78 JANITORS AND CLEANERS EXCEPT MAIDS AND HOUSEKEEPING CLEANERS
 - 80 LABORERS, LANDSCAPING AND GROUNDSKEEPING
 - 82 LICENSED VOCATIONAL NURSES
 - 84 LOAN OFFICERS AND COUNSELORS
 - 86 MACHINE BUILDERS AND OTHER PRECISION MACHINE ASSEMBLERS
 - 88 MACHINERY MAINTENANCE MECHANICS, NEC
 - 90 MACHINISTS
 - 92 MAINTENANCE REPAIRERS GENERAL UTILITY
 - 94 MECHANICAL ENGINEERS
 - 96 MEDICAL RECORD TECHNICIANS
 - 98 MEDICAL SECRETARIES
 - 100 MEDICINE AND HEALTH SERVICES MANAGERS
 - 102 PERSONAL AND HOME CARE AIDES
 - 104 PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS
 - 106 PHARMACISTS
 - 108 PHARMACY TECHNICIANS



- 110 PHLEBOTOMISTS
- 112 POLICE PATROL OFFICERS
- 114 PURCHASING AGENTS EXCEPT WHOLESALE, RETAIL, AND FARM
- 116 RECEPTIONISTS AND INFORMATION CLERKS
- 118 REGISTERED NURSES
- 120 RESPIRATORY CARE PRACTITIONERS
- 122 SHEET METAL WORKERS
- 124 SHERIFFS AND DEPUTY SHERIFFS
- 126 STOCK CLERKS STOCKROOM, WAREHOUSE, STORAGE YARD
- 128 SURGICAL TECHNICIANS
- 130 TEACHERS ELEMENTARY SCHOOL
- 132 TEACHERS SECONDARY SCHOOL
- 134 TEACHERS SPECIAL EDUCATION
- 136 TRAFFIC, SHIPPING, AND RECEIVING CLERKS
- 138 TRUCK DRIVERS -HEAVY OR TRACTOR TRAILER
- 140 WELDERS AND CUTTERS

142 Training Directory

Introduction

The 2001 Occupational Outlook Report and Training Directory for Madera County is produced as part of a statewide project called the California Cooperative Occupational Information System (CCOIS). Locally, the program is a cooperative effort between Madera County Workforce Development Office (MCWDO) and Employment Development Department's (EDD) Labor Market Information Division (LMID) and the California Occupational Information Coordinating Committee (COICC).

Madera County employers and training providers supplied the raw data for the 2001 survey. Professional standards and research guidelines for high quality labor market data were applied for all local users. The Madera County Workforce Development Office (WDO) and the State of California Employment Development Department (EDD) – Labor Market Information Division provided accountability and maintained stringent standards in order to substantiate the accuracy of this report's contents.

In view of our commitment to accuracy and excellence, understand influential events occurring outside the survey's time range, like new businesses starting up or companies closing are beyond the scope of this report.

The report illuminates the local labor market by compiling aggregate statistics about jobs (filled or available); and workers (employed or unemployed). Other factors such as economic and financial conditions relate to but are not part of the data we are presenting. This report is a snapshot of the local labor market and provides statistics of 63 occupations. It is not an attempt to address or explain the economic or financial conditions of the area.

The CCOIS Program has been developed and is administered by LMID. The COICC is an inter-agency committee created by Federal and State law to promote development, distribution, and use of occupational information. COICC also supports training to enhance the skills of those in the career development and workforce preparation communities. Its members are:

- **Employment Development Department**
- Chancellor's Office of the California Community Colleges

- Bureau for Private Post Secondary & Vocational Education
- Trade and Commerce Agency
- > Department of Rehabilitation
- Department of Social Services
- Employment Training Panel
- California Department of Education

The objective of this report is to bridge employers' needs for a skilled workforce with job seekers' abilities by supplying up-to-date local occupational information. Several of the occupations analyzed are intentionally job entry-level positions, making the report easier to use for job seekers with little or no training and limited work experience.

This report can assist as a vital tool for creating and implementing innovative workforce development policies and strategies. A clear focus on local and regional labor market needs should assist Planners in developing a keen perception and informed understanding of Madera County's employers', employees', and job seekers' pressing needs.

When using this report for labor market decisions, we suggest you use the information as a guide rather than a sole authority on Madera's labor market. Please remember unexpected changes may occur after collecting the data. Unexpected changes due to factors like the establishment of new industries and business as well as plant closures, layoffs, and unforeseen economic fluctuations, may affect the labor market beyond the information presented in this report.

Uses of Report

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors, workforce development advisors, and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The local information is easy to read and includes occupational descriptions, employer's requirements and preferences, potential earnings and job outlook.

Workforce Development

In-depth workforce development analysis is contained in this report. This information may be used to set policies and establish training program and develop strategies to fulfill the needs of the workforce and employers and the county of Madera.

Economic Development

Local government and economic development agencies can use the labor pool the information to glean an occupation's size, the expected growth rates and wage information, for determining the potential for business growth and development in Madera County's labor market.

Program Planning

This report provides local planners and administrators with employment, annual turnover, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to plan new programs and to evaluate or improve existing programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs (for particular job skills), and projected trends.

Program Marketing

Training providers can effectively market their programs by informing employers and students that their job placement rates are very high because their training programs are created using reliable, up-to-date, local labor market data.

Human Resources Management

The report is a reliable reference enabling small business owners and large corporate human resources directors alike to determine and structure competitive wages and benefits, reevaluate their recruiting methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Employer Needs

Companies across industry lines, have benefited from this type of report by incorporating it into their marketing plans and management objectives. Human Resources Managers gain a better perspective and understanding of the trends and activities of the workforce among employees working in a similar occupational environment. The report's wage, benefit, and employment outlook coverage informs employers about the future of parallel and dissimilar industries sharing a common workforce. The Labor Market Information program meets employer's needs by ensuring that training providers keep abreast of local employers' hiring requirements.

Job Seeker Needs

The report presents is an effective research tool for finding vocational training programs and determining the occupation an person will pursue their job search in. The private sector organizes education, training, and skill requirements that provide a knowledge base to guide people toward relevant occupations and industries. This information is a fundamental aspect in career planning. It reaches the spectrum of the highly skilled, mid-level, and entry-level job seekers. The Labor Market Program Information enables job seeker's to exercise individual responsibility in career management.

Wage Data

Although this is not an official wage survey, the wages presented in this report have been very useful to employers by providing comparative information on local wage-rates in particular occupations.



The information in this occupational report is based fundamentally on a summary of survey data collected from local employers through the California Cooperative Occupational Information System (CCOIS). Each occupation contains data which are categorized under key terms. The words **all, almost all, most, many, some and few** represent the percentage of employers responding to the surveys. Please familiarize yourself with the key terms listed below:

All employers

Almost All employers

Most employers

Many employers

Some employers

Few employers

100% of the respondents 80% up to 99% of the respondents 60% up to 79% of the respondents 40% up to 59% of the respondents 20% up to 39% of the respondents Less than 19% of the respondents

Occupational Title and Job Description

The occupations are listed alphabetically based on the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor, updated as of July 1993. This classification system groups all jobs in the labor market into approximately 700 occupations. Included in the Occupational Title and Job Description section are:

- The year the occupation was surveyed
- The number of firms that responded to the survey
- The number of jobs represented by those firms
- The male/female ratio for each occupation in the responding firms

Alternate Job Titles

This section indicates the job titles that surveyed employers frequently use to refer to the occupation.

Benefits

Benefits information indicates the extent to which surveyed employers make available medical insurance, dental insurance, vision insurance, paid sick leave, paid vacation, retirement, and child care. Also, the summary shows whether an employer pays for all the costs of each benefit, whether the employee pays for all the costs, or if the employer and employee share some of the costs. Additional benefits

Promotional Opportunities

This section includes information on the upward mobility from an occupation. Opportunities are wide-ranging within each occupation due to industry diversity.

Computer Software Sought

This section identifies computer software experience which is desired by employers for the occupation. Specific software skills are listed if they are reported by more than one employer. They are listed in the order of reported frequency. However, in certain cases, the skills listed represent broad areas, and are not always essential for the job entry level.

Wages

Wages included in this report are those paid by the local employers participating in the survey for employees at three levels of experience, defined below. This section enables comparison of salaries across occupations. Both Union and Non-Union wages are presented when the percent of Union employers is between 20% and 80% of the responding firms.

New Hires, No Experience: The wages of persons trained or otherwise qualified, who have no paid experience in the occupation.

New Hires, Experienced: The starting wage paid to journey-level or experienced persons just starting at the firm.

Experienced, After Three Years With Firm: The wages generally paid to persons with three years journey-level experience at the firm.

The data are not intended to represent official preponderant wages. This report does not include extreme wages. The ranges presented are based primarily on employer responses to the CCOIS surveys. The minimum wage figures used for this report are for 1999 and 2000: \$5.75/hr, for 2001: \$6.25/hr. The data were collected between June and October of each year.

Hours

The distribution of full time, part time, temporary/oncall and seasonal employees is reported in this section, along with the average number of hours worked per week. A number of employees work less than 40 hours per week and are considered full-time workers by their employers.

Shifts

In this section is presented what shifts are available and the percentage of employers that offer that work shift.

Supply and Demand Assessment

The relationship of occupational supply and demand is an important concept. It may indicate job opportunities, training needs, and economic growth. Demand refers to the employer's ability to fill existing job openings. Supply refers to the number of qualified applicants available to fill these jobs over the same time period. The section refers to the relative difficulty the employers surveyed experience in hiring both inexperienced and experienced personnel who meet their hiring standards. The following terms are used to classify occupational supply/demand in Madera County:

Very Difficult: Employer's demand is considerably greater than supply of qualified applicants when an opening exists. Qualified applicants encounter no competition in their job search.

Moderately Difficult: Employer's demand is somewhat greater than the supply of qualified applicants. Qualified applicants encounter some competition in their job search.

Not Difficult: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Employment Trends

Projections of **Size**, **Growth and Job Openings** are statistical estimates prepared by the EDD - Labor Market Information Division using occupational staffing and industry forecast data. This growth represents the total increase in new jobs within the occupation expected during the projection period. Occasionally, our survey data did not support the projections, due to local changes in the county within that projection period; as a result, adjustments were made to the occupation size to reflect the findings of the survey.

Size: The estimated total number of employees in an occupation determines the size of an occupation. EDD provides these numbers. Four terms are used to describe the relative size of each occupation in Madera County as follow:

Small: Less than 43 employees

Medium: Between 43 and 86 employees

Large: Between 87 and 187 employees

Very Large: 88 and above.

Growth Rate: Indicates the estimated growth rate for each occupation relative to the average of growth in Madera County for all occupations. The growth rate terms are defined as follow:

Much Faster than Average:

Faster than Average:

Average:

Slower than Average:

1.5 times the average or more
1.10 to 1.49 times the average
90 to 1.09 times the average
01 to .89 times the average

Remain Stable: Zero

Slow Decline: Less than Zero

7 Years Projections: This section is based on an analysis by EDD. The figure projects the number of annual job openings due to a net increase in occupation size and due to labor force separations (workers retiring or leaving the occupation).

Turnover:

This section is an evaluation of the degree to which employees leave an occupation within a company or organization. It is based on employer information concerning how many new employees they hired in the preceding year because of vacancies resulting from employees leaving existing positions plus promotions. High turnover can provide an indication of where job opportunities might be plentiful even though the occupation itself is not growing; or low turnover could make it more difficult to enter an occupation, particularly if supply exceeds demand. However, occupations with high turnover are often those that do not provide long-term, upward mobility or gratifying employment.

Experience and Training

The information in this section represents prior work experience and training needed before being hired. Employers reported on what specific training and/or work experience they preferred or required for the occupation surveyed; this information is listed as average months. It excludes extreme figures. Other acceptable experience is listed in the order of frequency reported. The percentage of employers that will substitute training for experience is based on the number of firms that require and/or prior work experience. Small employers, in particular, often waive requirements if they believe they have the "right" applicant (a person with a positive attitude and good work ethic, for example).

Education

This section reports the minimum level of education required by the responding employers. Education refers to academic education as provided by such institutions such as high schools, community colleges, and universities.

These educational requirements are not always essential for the performance of job duties. Please keep in mind that just having the education required might not qualify a person for employment. Qualification for employment for an inexperienced person is a completion of the preferred levels of formal education plus training.

Licensing/Certifications and Training Sources

Information regarding state requirements for licensing/certification and training sources are obtained from the *California Professional License Handbook*, 6th edition, and the *California Occupational Guides*. For more local information, please refer to the *Training Directory* in this report, and/or refer to the *State Training Inventory* on http://sti.soicc.ca.gov/sti.

Desired Qualifications

This section indicates a number of the most important qualifications, including technical skills, physical abilities, flexibility, and other qualifications. The survey responses are averaged and weighted by the number of employees. All skills have been rated by employers on a scale of 0 to 3, with 0 meaning that the skill is not essential to perform the job, and 3 meaning that the skill is essential to do the job. Skill for which the average rating was 2.5 to 3.0 are referred to as "essential". Those for which the average was 2.0 to 2.49 are referred to as "also important". Those with an average 1.9 or less are referred to as "Other qualifications". All skills listed are based on responding employers

Where the Jobs Are

This section identifies the major employing industries for the occupation. This list is not intended to portray the universe of employing industries within the county, but reveal industries which the occupation comprises a significant share of employment. An industry code is a designation for a group of firms that produce similar goods and services. Industries are classified by the *Standard Industrial Classification Manual*.

Recruitment Methods

The most three frequently used methods of recruiting new employees are reported in this section

Getting Ahead

Have you ever wished there were still apprenticeships where a master craftsman would patiently take you under their wing and gradually pass on the secrets of the trade to you? What about the dozens of job applications you fill in during a job search, have you ever wished some one could see qualities your friends and family see but will never show up on a job application?

During personal interviews, for the 2001 Occupational Outlook for Madera County, with over 300 employers and employees in Madera County, we discovered apprenticeships are alive; and many employers are very interested in the qualities that endure you to friends and family. To our delight and surprise many employers in Madera County said they would like to take on an apprentice eager to learn a trade and grow with an industry. Most employers we interviewed said with an adaptable aptitude, for the work, that a positive attitude, in the work, was extremely important in their selection and promotion of employees. "Careers are built around your attitude, the great leveler." 1

Employers we interviewed in Madera County consistently listed qualities like: willing to learn, on time, honest, hard working able to follow our company's methods, and gets along well with other employees, as soft skills they valued in employees. Most employers looked for one or more of the soft skills before considering moving employees up to high levels of responsibility and increased pay. "Even if someone was cleaning. . . in their last job, as long as they had fun doing it and were interested in making other people's day enjoyable, then we'll be interested." 3

Most employers in Madera make a way for good employees to stay on with their companies or organizations. Most of the occupations we surveyed dealing with a business' finances including billing, bookkeeping, and accounting, indicated a high rate of people moving from their position into a higher position within the companies they started in with increased office management responsibilities and higher wages. Several of the accountants interviewed had moved into strategic management positions.

In technical trades like auto repair or farm machinery, most employers placed emphasis on people skills as well as ongoing technical skill development in electronics and diagnostic computer analysis. The service technicians with balanced soft skills were the people

that would move into higher paying positions requiring more customer service and or personnel management

Across the spectrum of industries, if an employee showed aptitude for a particular occupation, most employers were willing to train the employee on technical aspects of the job. Many employers would rather train their own employees in the techniques of a job rather than have a prospective employee come in trained outside their company's environment. The majority of employers interviewed for the 21 occupations surveyed during 2001 for the 2001 Occupational Outlook Report for Madera County said they valued a positive, friendly and teachable attitude, in an employee, above skilled technical expertise. "As time progresses, it becomes more necessary to hire people with potential, rather than, skill. You don't want to keep on hiring new people; you want to keep the ones you have." 4

¹ Felix Borestein, Managing Director of recruitment for Parkside Consulting, An Australian based international Consulting firm bringing human quality into high tech industries.

² Soft skills are qualities or traits that are not technical but interpersonal and also called people skills a few examples of soft skills include: listening, speaking, and writing, teamwork, leadership, work ethic, reliability, problem solving, decision making, willingness to learn and initiate, conflict resolution, flexibility and honesty.

³ Bruce Highfield, Human Resource Manager of Virgin Blue, Australian based airline connected with the international Virgin Company.

⁴ Greg Rich, IT Recruiting Manager for Cargill, an international agricultural company with 90,000 employees in 57 countries.



Opportunities in Health Science

The chart below gives you an idea of how much you'll have to educate yourself to get the knowledge you'll need. The higher the starting job in health services, the more knowledge you'll need. Start with abilities. The things you do well naturally. Do you enjoy gathering information to answer a question or solve a problem? Or do you enjoy working with, being around, and helping people? Or do you like making things work? Take a look at the chart below. See if you can find some interesting possibilities. Select a few. Go to Internet and do a search on a few. Write down what you've learned and what you'd still like to know. Seek out two or three people who work in the occupation and get a first hand description of what their lives are like and how they got to where they are. Some questions to ask yourself as you study: What would I do during the day? What are the working conditions? What's the pay range? Do I work alone? In groups? Teams? Are people skills important? Is the work fast paced? Am I able to advance in my career without a lot of difficulty? Or do I need more training? Is it easy or difficult to find jobs in the industry? Can I move easily geographically?

If you like working primarily with....

Required Years of Train- ing	Information?	People?	Things?
Less than 2 years	Medical Insurance Clerk Pharmacy Aide Medical Office Secretary	Home Health Aide Personal and Home Care Aide Nurse Aide/Assistant Physical Therapy Aide Certified Nursing Assistant Optometry Assistant Medical Assistant	Dental Laboratory Assistant Laboratory Assistant
2 Years	Cardiology Technologist Holter Scanning Technician Medical Records Technician Medical Transcriber Nuclear Medicine Tech. Perfusionist Pharmacy Technician Respiratory Therapist Radiology Technologist	Licensed Vocational Nurse Physical Therapy Assistant Dental Hygienist Emergency Medical Tech Paramedic	Operating Room Technician Dental Lab Technician
4 or More Years	Nurse Anesthetist Physician (Research) Hospital Administrator Histopathologist Immunohematologist Medical Insurance Specialist Medical Records Adm. Pharmacist	Fitness/Wellness Coordinator Nurse Practitioner Registered Nurse Physical Therapist Dentist Physician (General Practice) Infertility Specialist Emergency Medicine Specialist Physician Assistants Nurse, Infection Control Hospice Administrator	Note: All jobs require working with things. For most professional jobs, however, using information effectively or interacting with people are more important requirements of the jobs.



Opportunities in Information Technology

The best way to consider a possible future in information technology is to use it to study jobs. Go to a computer. Play with the software. Make it work. Is it fun? Or frustrating? Do you like the challenge? Study its manuals. Go to the Internet. Investigate the jobs. Think about your own skills, knowledge, and abilities. The things you do well naturally. Do you enjoy gathering information to answer a question or solve a problem? Take a look at the chart below. See if you can find some interesting possibilities among the many new job types developing within this rapidly growing and changing industry. Select a few. Go the Internet and make it teach you everything you wanted to know about Information Technology. Write down what you've learned and what you'd still like to know. Seek out two or three people who work in the occupation and get a first hand description of what their lives are alike and how they got to where they are. The chart below gives you an idea of how much you'll have to educate yourself to get the knowledge you'll need. Close to 50 percent of people in this industry have bachelor degrees and another 20 percent have a master or higher. While there's no doubt that this industry rewards genius more than most, knowledge, education, and training are what get you started. You'll have to know how things work in an industry where "how things work" is changing every day. The more you know about how things have worked, the more you'll be comfortable with this change.

If you like working primarily with....

Required Years of Training	Information?	People?	Things?
Less than 2 Years	Central Office Operators Secretaries	Adjustment Clerks	Data Entry Keyers Fiber Optic Technicians Peripheral Electronic Data Processing Equipment Operators Scanner Operators Typists Including Word Processors
2 Years	Electronics Engineering Tech. Sound Engineering Technicians Computer Operators Computer Network Technicians Network Control Technicians Telecommunications Technicians	Computer Support Specialists	Communication Equipment Mechanics, Installers & Repairers Electronic Home Entertainment Equipment Repairers Electronics Mechanics & Tech Electronic Pagination System Operators
4 or More Years	Managers Computer Programmers	Note: All jobs require working with people. For most professional jobs, using information effectively and working with things are more important requirements of the jobs.	Graphic Designers



Methodology

The following describes the project methodology used in completing the report. Employment Development Department (EDD) provided the Madera County Workforce Development Office with detailed instructions and formats for completing the survey and report. It is provided here so that users will have an improved understanding of how the project is operated, how the data are acquired and processed, and the data's strengths and limitations.



Occupational Selection

A preliminary list suitable for the survey was selected according to job demand and job growth. After analysis of the available information, a list of 50 occupations was selected. A community meeting was held to further review the proposed list of survey occupations. Representatives from businesses, labor, education and government concurred on the 20-25 occupations to survey for the report.



Sample Selection

EDD staff, using its considerable resources, employer database information, and knowledge of occupational staffing patterns within industries, developed a representative sample of employers for each of the occupations selected for survey. Names and addresses of at least 40 employers, together with estimated employment in each occupation and the Standard Industrial Code (SIC) of the employer's industry, were provided to the MCWDO, where possible.

Since Local Partners (LP) rarely survey the "universe" of employers for any occupation, a considerable amount of effort was invested by MCWDO to ensure that the survey samples were representative in terms of types of industries and size of the employers that are in Madera County. This process, called Sample Refinement, removed employers from the sample known to not employ in the occupation, and added others of the same relative size and in the same industry, where possible, who did employ in the occupation.



Questionnaire Development

A basic questionnaire was used for all occupations. The Research Analyst for the Local Partner developed local questions that were added to each questionnaire prior to beginning the survey.



Data Collection

Employers who provided jobs in the selected occupations were identified and contacted by the Madera County Workforce Development Office Research Analyst by telephone and were asked to participate, either by phone or mail survey.

Then the company name and address were verified, a contact name was obtained and the employer was encouraged to participate. The appropriate survey respondent was usually the person responsible for the hiring of personnel in the survey occupation.

Many employers were removed from the sample because they did not employ the occupation, were no longer in business or a local address or phone number could not be verified. All completed and/or returned questionnaires were reviewed, checked for consistency and completeness, and any unclear or inconsistent responses were clarified through follow-up phone calls.

If employers on the original sample did not respond, they were replaced with other employers selected from the *Confidential Listing of Employers (CLUE)* supplied by LMID or other local sources of the employer information.

In a standard sized employer sample of 40 potential respondents for each occupation, the LP is required to collect at least 15 completed questionnaires. The smaller the sample size, the greater the response rate required.

In addition to the survey of employers, Madera County Workforce Development Office contacted labor unions, schools, training providers, etc., to learn about each specific occupation.



Tabulations

Survey responses were entered into a database and basic tabulations were prepared. From those tabulations, the Madera County Workforce Development Office analyzed the data and *Occupational Outlook Summaries* were prepared. Each occupational summary provides information on training and hiring requirements, size of the occupations, employment trends, supply/demand assessment, wages and fringe benefits and other information. Specific employer information remains confidential.



ACCOUNTANTS AND AUDITORS

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Alternate Job Titles

Controller, Business Manager, Finance Director, Chief Finance Officer, and Staff Services Analyst.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	60%
Dental	27%	0%	47%
Vision	20%	0%	27%
Life	20%	0%	33%
Sick Leave	67 %	0%	7%
Vacation	87 %	0%	7%
Retirement	13%	0%	60%
Child Care	0%	0%	7%
Other	0%	0%	0%

Promotional Opportunities

60% Promote

40% Don't Promote

Promotional opportunity may lead to a positions such as Senior Accountant, Controller, CPA, and Accounting Officer. Also, promotions/ advancements may be dependent upon job availability which implies, in certain firms, employers can test for positions and be placed on a waiting certification list for interviewing.

Computer Software Sought

Almost all employers want their employees in this occupation to be proficient in word processing, spreadsheet, and/ or accounting software's.

Wages		
	Range	Median
New, No Experience Union	\$12.47 to \$14.42	\$13.45
New, Experienced Union	\$11.51 to \$23.97	\$17.05
3 Years with Firm Union	\$14.38 to \$28.77	\$20.38

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	81	19	0	0
Average Hours per week	41	27	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Employment Trends

EDD Projections

2001 Size: Large - Approximately 140 employees **2001** Growth Rate: 3.6% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 40 Job openings

Turnover: 3 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	80%	20%	0%	47	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	26	Financial Records, Bookkeeping, Purchasing Accounting Clerk, and Office Administration.
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

ing Required 0% 0% 100% 0

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
20%	Associate Degree (2 years)
73%	Bachelor's Degree (4 years)
7%	Graduate Study

Licensing / Certifications

The license is only required to become a CPA. The requirements are: (1) college degree in Accounting or related field, and 36 months experience with a CPA, or (2) acceptable equivalent combination of education and experience, (3) passage of Ethics exam given by California Society of Certified Public Accountants.

Desired Qualifications Based on Employers Responses

Essential: knowledge of business math, problem solving skills, computerized accounting system, and budget analysis skills; ability to use accounting software and write effectively.

Important: ability to supervise, attention to detail, work under pressure, work independently, read and comprehend information quickly, and oral communication skills.

Other: computer literacy.

Where the Jobs Are

SIC Description

902 State Government, Exc Hosp & Educ

208 Beverages

872 Accounting, Auditing & Bookkeeping

903 Local Government, Exc Hosp & Educ

874 Management and Public Relations

Others

Training Sources

Training can be obtained in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

60%	Newspaper Ads
47%	Employee Referrals
40%	Word of Mouth, Flyers, and Recruitment

Description

Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practice. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare report with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

Alternate Job Titles

Office Manager, Production Clerk, and Human Resource Assistant.

Wages		
	Range	Median
New, No Experience Union	\$7.50 to \$9.00	\$8.25
New, Experienced Union	\$8.00 to \$14.91	\$11.51
3 Years with Firm Union	\$9.50 to \$20.14	\$13.65

Benef	its		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	53 %
Dental	27%	0%	47 %
Vision	27%	0%	33%
Life	33%	0%	20%
Sick Leave	73 %	0%	13%
Vacation	80%	0%	7 %
Retirement	33%	7%	47 %
Child Care	0%	7 %	7 %
Other	0%	0%	0%

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Promotional Opportunities

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Director, and into Sales Department.

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult



Computer Software Sought

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applicants.

Employment Trends

EDD Projections

2001 Size: Not available

2001 Growth Rate: Not available **2001** Madera County Growth: 4.1%

7 Years Projection: (1997-2004): Not available

Turnover: 12 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	80%	20%	0%	27	
If Required or Preferred, Is Experience in other Occupations Accepted?	80%		20%	26	Clerical, Teaching, Retail, Customer Service Rep., Billing, and Manager.
If Required or Preferred will Training Substitute For Experience?	27%		73%	9	

Technical / Vocational Training Required	0%	27%	73%	12	Secretarial, Clerical, Computer field, and Management.
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Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
60%	HS or Equivalent
13%	Associate Degree (2 years)
13%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of functions and secretarial operations of an administrative office, modern office practices, procedures and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, and methods of collecting and organizing data and information; possession of record-keeping techniques; ability to compose effective correspondence independently, establish and revise priorities of clerical work and office activities, and analyze situations accurately and adopt an effective course of action.

Important: possession of report writing skills; ability to maintain a variety of complex and confidential files and records, use a computerized information system, follow oral instructions.

Other: possession of basic public relations techniques; ability to operate a computer and assigned software.

Where the Jobs Are

SIC Description

No Available Data

Training Sources

Administrative Assistants, aside from on the job training, often learn office skills through business courses taken in high school, junior college, or private technical school. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

67%	Newspaper Ads
47%	In-House Promotion or Transfer
40%	Employees Referrals

ES 939560

15 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

306 Jobs Represented 264% Male

Median

\$7.50

\$8.50

\$11.00

42% Female

Range

\$6.25 to \$8.70

\$6.25 to \$12.00

\$7.50 to \$16.50

Description

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Includes assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusive as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Alternate Job Titles

Pump Mechanic, Mechanic, Production Worker, Line Operator, and Stacker.

	Benefits						
		Employer Pays All	Employee Pays All	Shared Cost			
		FT	FT	FT			
Medical		29%	0%	64%			
Dental		7%	0%	50 %			
Vision		7%	0%	21%			
Life		36%	0%	14%			
Sick Leav	e	21%	0%	21%			
Vacation		79 %	0%	14%			
Retiremen	nt	29%	0%	21%			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	95	0	1	4
Average Hours per week	44	0	20	50

Other

Child Care

Promotional Opportunities

0%

7%

60% Promote

40% Don't Promote

0%

0%

7%

0%

Promotional opportunities may lead to positions such as Press Operator, Sheet Metal Worker, Foreperson, Supervisor, Welder, Rip Saw Operator, Shipping & Receiving Clerk, Checking Area Clerk, and Production Clerk III

Shifts

100% of the employers had day-shift; 20% had swingshift; 7% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Employment Trends

Computer Software Sought

Many employers prefer applicants who are skilled in word processing, spreadsheet, database, and UPS Tracking applicants.

EDD Projections

2001 Size: Very Large - Approximately 330 employees 2001 Growth Rate: 7.4% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 170 Job openings

Turnover: 12 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	7%	7%	87%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	50%		50%	12	Welding.
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

Technical / Vocational Training Required 0% 7% 93% 6 Manufacturin

Education

Minimum level of education required by employers when hiring an applicant:

27%	Less than High School
73%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: possession of attention to detail, manual dexterity, good eye-hand coordination, and mechanical aptitude; ability to use and read tape measure; use hand tools, and full use of hands, arms, and fingers. **Important:** knowledge of record keeping; ability to stand for pro-

longed period of time. **Other:** knowledge of basic math; possession of punctuality ethics; ability to work under pressure, work as part of a team, work independently, read blueprints, and operate computer controlled tools.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

- 358 Refrigeration and Service Machinery
- 329 Misc. Nonmetallic Mineral Products
- 265 Paperboard Containers and Boxes
- 519 Miscellaneous Nondurable GoodsOthers

Recruitment Methods

80%	Walk-in Applicants
60%	Employee Referrals
47%	Newspaper Ads



OES 853050

15 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

61 Jobs Represented

Median

\$9.00

\$16.00

0% Female

100% Male

Description

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33%	0%	53%
Dental	7%	0%	7%
Vision	13%	0%	7%
Life	13%	0%	0%
Sick Leave	7%	0%	0%
Vacation	87 %	0%	0%
Retirement	7%	0%	0%

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Range

\$5.75 to \$13.00

\$9.00 to \$19.00

Other

Child Care

Promotional Opportunities

0%

0%

27% Promote

73% Don't Promote

0%

0%

0%

0%

Promotional opportunities may lead to positions such as Supervisor, Shop Foreman, and Mechanic.

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Insufficient Data

Computer Software Sought

All employers prefer applicants who are skilled in specific software within the industry. Many prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 65 employees **2000** Growth Rate: 5.7% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 15 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	26	
If Required or Preferred, Is Experience in other Occupations Accepted?	33%		67%	11	Helper, Lot Person
If Required or Preferred will Training Substitute For Experience?	27%		73%	12	

Technical / Vocational Training Required	73%	0%	27%	9	ASE License and I-Car Certificate

Education

Minimum level of education required by employers when hiring an applicant:

33%	Less than High School
60%	HS or Equivalent
0%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Certification by the National Institute for Automotive Service Excellence (ASE), though voluntary, is the recognized standard achievement for automotive repairers. To be certified must pass a written examination and must have at least 2 years of experience in the trade. Completion of post-secondary program in automotive repairer may be substituted for 1 year of work experience.

Desired Qualifications Based on Employers Responses

Essential: knowledge of safety guidelines and procedures, new materials and methods, and plastics repair; possession of good color perception; ability to prep surfaces for painting & masking, weld fit, work with fiberglass, apply paint using various techniques, operate hydraulic equipment, tolerate dust & airborne particles, and work in cramped or awkward positions.

Important: ability to stand for 2 or more hours, read and follow instructions, follow oral instructions, and work independently.

Where the Jobs Are

SIC Description

5012 Automobiles and Other Motor Vehicles

7532 Top & Body Repair & Paint Shops

Others

Training Sources

Training can be obtained through technical, and secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Walk-in Applicants
93%	Employee Referral
60%	Newspaper Ads

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Alternate Job Titles

Automotive Service Technician.

_	Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33%	0%	42%
Dental	17%	0%	42%
Vision	17%	0%	25%
Life	25%	0%	0%
Sick Leave	42 %	0%	0%
Vacation	75 %	0%	8 %
Retirement	42 %	0%	33%
Child Care	0%	0%	09%
Other	0%	0%	0%

Promotional	Opportunities

83% Promote

17% Don't Promote

Promotional opportunities may lead to positions such as Journeyman, Manager, Foreperson, Supervisor, Light Lineperson, ASE Registered Mechanic, Service Advisor, and Service Writer. Mechanics with a lot of skills can turn into specialists that do the more difficult diagnoses and repairs in the shop.

Computer Software Sought

No computer skills were reported.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$8.00	\$6.88
New, Experienced Union	\$6.25 to \$13.42	\$9.25
3 Years with Firm Union	\$12.00 to \$19.00	\$14.75

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Employment Trends

EDD Projections

2001 Size: Large - Approximately 120 employees **2001** Growth Rate: 2.6% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 40 Job openings

Turnover: 19 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	33%	17%	20	
If Required or Preferred, Is Experience in other Occupations Accepted?	30%		70%	9	Mechanical, Auto Electrical, Body Work, Computerized Electrical.
If Required or Preferred will Training Substitute For Experience?	70%		30%	9	

Technical / Vocational Training Required	17%	50%	33%	12	ASE Certification and Auto Me-
					chanic Program.

Education

Minimum level of education required by employers when hiring an applicant:

25%	Less than High School
75%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

The standard credential for automotive mechanics/ service technicians is voluntary certification by Automotive Service Excellence (ASE). Certification is available in eight different service areas including: electrical systems, engine repair, brake systems, suspension, steering, and heating & air conditioning. For certification in each area, mechanics and technicians must have at least 2 years of experience and pass a written examination. To be certified as a master automotive mechanic, a person must be certified in all eight areas. Many dealers required a set number of mechanics, or technicians, trained in each specialty.

Desired Qualifications Based on Employers Responses

Essential: knowledge of carburetion and fuel injection systems; possession of a valid driver's license with good DMV record, safe work practices, and oral communication skills; ability to operate electronic automotive diagnostic equipment, tune up engines, repair vehicle and air conditioning systems, repair brakes, repair carburetors, repair emission controls, and front-end alignment.

Important: possession of a certificate of Smog Control Mechanic, Brake Check Certificate, Auto Service Excellence (ASE), and certified in auto air conditioning, maintenance & repair.

Other: knowledge of computer and basic keyboarding; possession of basic math and oral communication skills.

Training Sources

Training can be obtained through 2-year technical or community college, and secondary school with vocational programs. Completion of an automotive mechanic program may substitute for 1 year of experience. In some cases, graduates of ASE programs are certified in up to three specialties. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

- 551 New and Used Car Dealers
- 553 Auto and Home Supply Stores
- 753 Automotive Repair Shops
- 554 Gasoline Service Stations
- 903 Local Government, Exc Hosp & Educ

Others

Recruitment Methods

75%	Word of Mouth, Newspaper Ads, and Sign
50%	Employee Referrals
42%	Walk-in Applicants

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	13%	0%	31%
Dental	13%	0%	25%
Vision	13%	0%	13%
Life	13%	0%	0%
Sick Leave	19%	0%	0%
Vacation	56 %	0%	0%
Retirement	19%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

50% Promote

50% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, and Lead Baker.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.50	\$5.75
New, Experienced Union	\$5.75 to \$9.00	\$6.25
3 Years with Firm Union	\$7.00 to \$11.00	\$8.00

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	26	22	0	52
Average Hours per week	40	27	0	36

Shifts

100% of the employers had day-shift; 44% had swingshift; 19% had graveyard- shift, and 13% had Other-shift (Evenings).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 140 employees **2000** Growth Rate: 3.6% - Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 14 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	25%	6%	69%	5	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	3	

Technical / Vocational Training Required 6% 0% 94% 12 Vocational
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Education

Minimum level of education required by employers when hiring an applicant:

81%	Less than High School
19%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: Skills needs vary based on the type of business and product made. knowledge of pastry making and baking equipment; ability to weigh and measure ingredients, work around machine and practice safety, mix ingredients to form dough or batter, roll and shape dough, mix and cook pie fillings, check production schedule to determine quantity of goods to bake, and able to correct recipes.

Important: possession of pastry decorating and oral communication skills; ability to cover filling with crust, adjust drafts and thermostatic controls, shape ornaments, and decorate cakes and pastries.

Other: reliable, neat appearance, and friendly; ability to stand for prolonged periods, work under pressure, lift at least 25 lbs, and read and follow instructions.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

5411 Grocery Sores

5461 Retail Bakeries

5812 Eating Places

5311 Department Stores

Recruitment Methods

100%	Employee Referrals
88%	Walk-In Applicants
88%	Word of Mouth

16 Employers Surveyed

43 Jobs Represented 44% Male

56% Female

Description

Bartenders mix and serve alcoholic and non-alcoholic to patrons of bars following standard recipes.

Alternate Job Titles

No alternate job titles were reported.

Ben	efits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	25%
Dental	0%	0%	19%
Vision	0%	0%	13%
Life	0%	0%	6%
Sick Leave	19%	0%	0%
Vacation	38%	0%	0%
Retirement	6 %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

38% Promote

63% Don't Promote

Promotional opportunities may lead to positions such as Manager, Manager Assistant, Supervisor, Shift Lead, and Team Supervisor.

Wages					
	Range	Median			
New, No Experience Union	\$5.75 to \$7.00	\$5.75			
New, Experienced Union	\$5.75 to \$8.00	\$6.88			
3 Years with Firm Union	\$6.75 to \$9.50	\$8.38			

"Wages" is simply base pay. The supplemental salary is based on tips, varying considerably from weekdays to weekends and depending upon the level of experience.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	40	44	0	7
Average Hours per week	38	21	0	36

Shifts

88% of the employers had day-shift; 38% had swing-shift; 0% had graveyard- shift, and 56% had Other-shift (Night and Weekends.).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 80 employees

2000 Growth Rate: 0% - Remain stable **2000** Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 28 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	25%	25%	4	
If Required or Preferred, Is Experience in other Occupations Accepted?	50%		50%	4	Barback or in Related Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	3	

Technical / Vocational Training Required	0%	0%	100%	0	Waiter/Waitress or Related In-
					dustry

Education

Minimum level of education required by employers when hiring an applicant:

56%	Less than High School
44%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of drink recipes, of laws concerning alcohol consumption; possession of cash handling skills, customer service, good memory, public contact, and oral communications skills; ability to handle disruptive individuals, interact well with others, operate a cash register, work under pressure, and work weekends and holidays.

Important: ability to lift at least 25 lbs., follow oral & written instructions, and manual dexterity.

Other: reliable; ability to stand continuously for prolonged periods, and meet employer grooming standards.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

5812 Eating Places

5813 Drinking Places

7011 Hotels and Motels

8641 Civic and Social Associations

Recruitment Methods

94%	Employee Referrals
94%	Walk-In Applicants
94%	Word of Mouth

Description

Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines or workers who calculate charges for passenger transportation.

Alternate Job Titles

Account Payable & Receivable, Account Clerk, and Patient Account Representative.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	33%
Dental	33 %	0%	20%
Vision	27 %	0%	7 %
Life	27 %	0%	7 %
Sick Leave	60%	0%	0%
Vacation	73 %	0%	7 %
Retirement	27 %	7 %	53%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

47% Promote

53% Don't Promote

Promotional opportunities may lead to positions such as Office Manager, Staff Accountant Manager, Senior Billing, Cost & Rate Clerk, Payroll Clerk, Bookkeeper, Supervisor and Administrative Assistant. Advancement can be achieved by taking on more duties in the same occupation with higher pay.

Computer Software Sought

Almost all employers prefer applicants who are skilled in specific software within its industry. Most employers prefer applicants who are skilled in word processing and spreadsheet applications.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$11.99	\$8.25
New, Experienced Union	\$6.25 to \$12.95	\$9.22
3 Years with Firm Union	\$6.25 to \$20.00	\$11.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	97	3	0	0
Average Hours per week	40	18	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Employment Trends EDD Projections

2001 Size: Large - Approximately 80 employees **2001** Growth Rate: 7.1% - Much faster than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 30 Job openings

Turnover: 18 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	47%	27%	27%	19	
If Required or Preferred, Is Experience in other Occupations Accepted?	73%		27%	15	Bookkeeping, Clerical, Receptionist, Collections, Receiving Clerk, and Customer Service.
If Required or Preferred will Training Substitute For Experience?	36%		64%	9	

Technical / Vocational Training Required	7%	7%	87%	6	Health Insurance Specialist and
					Billing Program.

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
87%	HS or Equivalent
13%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of billing procedures, billing procedures, book-keeping procedures, problem solving, and alphabetic and numeric filing skills; possession of data entry skills; ability to operate a numeric 10-key pad by touch.

Important: knowledge of computer applications; possession of telephone answering skills, public contact skills, and organizational skills; ability to work under pressure.

Other: ability to write effectively and perform routine work.

Training Sources

High schools, business schools, and community college teach office skills. Business education programs and technical training needed for some specialized clerk positions can be obtained in technical institutes and in 2-and 4-year colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

801 Offices & Clinics of Medical Doctor

806 Hospitals

802 Offices & Clinics of Dentists

Others

Recruitment Methods

60%	Employee Referrals and Newspaper Ads	
33%	Walk-Inn Applicants	
27%	In-House Promotion or Transfer	



553380

18 Employers Surveyed

43 Jobs Represented

98% Female

2% Male

Description

Bookkeeping, Accounting, and Auditing Clerks (including Bookkeepers) compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Alternate Job Titles

Account Clerk, Office Finance Manager, and Payroll Clerk.

					New, No Experien Uni
	Benef	ìts			New, Experienced Uni
		Employer Pays All	Employee Pays All	Shared Cost	3 Years with Firm Uni
		FT	FT	FT	
N / - J: 1		200 /	00/	110/	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	50 %	0%	11%
Dental	33%	0%	11%
Vision	22%	0%	11%
Life	28%	0%	6%
Sick Leave	39%	0%	0%
Vacation	67 %	0%	0%
Retirement	17%	0%	28%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Accountant, Supervisor, Manager, Director, and Office Manager. Advancement is usually based on the worker's amount of experience in his type of work, their willingness to further their education, their ability to handle a high amount of detail, and supervisory skills.

Computer Software Sought

Most employers prefer applicants who are skilled in accounting applications. Many employers prefer applicants who are skilled in spreadsheet and word processing.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$12.00	\$7.25
New, Experienced Union	\$6.25 to \$15.00	\$9.84
3 Years with Firm Union	\$7.25 to \$18.00	\$12.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	84	14	2	0
Average Hours per week	40	26	15	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Employment Trends

EDD Projections

2001 Size: Very Large - Approximately 340 employees

2001 Growth Rate: 2.3% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 90 Job openings

Turnover: 2 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	72%	17%	11%	19	
If Required or Preferred, Is Experience in other Occupations Accepted?	31%		69%	18	Office Assistant, Clerical, Secretary, Billing, and Bookkeeper.
If Required or Preferred will Training Substitute For Experience?	44%		56%	10	

Technical / Vocational Training Required	17%	0%	83%	6	Accounting, Bookkeeper, and Accounts Receivable & Payable.
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Education

Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
61%	HS or Equivalent
11%	Associate Degree (2 years)
11%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Certificate is received upon completion of course.

Desired Qualifications Based on Employers Responses

Essential: knowledge of specialized bookkeeping procedures, accounting, and payroll processing; ability to operate a 10-key adding machine by touch.

Important: knowledge of auditing; possession of telephone answering skills; ability to operate office machines and write effectively.

Other: knowledge of basic mathematical computations; possession of speed & accuracy, methodical thinking, and organizational skills.

Training Sources

Training can be obtained in high schools, business schools and community colleges teach office skills. Business education programs typically include courses in typing, word processing, shorthand, records management, and office systems and procedures. Programs range in length from one to two years. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

- 821 Elementary and Secondary Schools
- 541 Grocery Stores
- 507 Hardware, Plumbing & heating Equipment
- 872 Accounting, Auditing & Bookkeeping
- 903 Local Government, Exc Hosp & Educ

Others

Recruitment Methods

67%	Employee referrals and Walk-Inn Applicants
50%	Word of Mouth, Sign and CAlJobs
39%	Newspapers Ads

BUS DRIVERS - SCHOOL

School Bus Drivers transport students between pick-up points and schools. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	15%	0%	62 %
Dental	15%	0%	62 %
Vision	15%	0%	62 %
Life	15%	0%	31%
Sick Leave	92%	0%	0%

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	15%	0%	62 %
Dental	15%	0%	62 %
Vision	15%	0%	62 %
Life	15%	0%	31%
Sick Leave	92%	0%	0%
Vacation	92%	0%	0%
Retirement	8 %	0%	54 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

31% Promote

69% Don't Promote

Promotional opportunities may lead to positions such as Dispatcher, Bus Driver Trainer, Bus Driver Maintenance, and with further education, classroom Teacher. Also, Bus Drivers can promote from part-time status to full-time after a period of months or years on the job with an employer. Firms that operate different shifts often start newly employed drivers in less desirable time periods.

Computer Software Sought

Few employers prefer applicants who are skilled in word processing applications.

Wages						
	Range	Median				
New, No Experience	\$6.50 to \$13.10	\$10.00				
Union	\$9.25 to \$13.44	\$11.86				
New, Experienced	\$6.50 to \$13.10	\$10.00				
Union	\$11.00 to \$13.44	\$11.93				
3 Years with Firm	\$8.00 to \$19.00	\$13.00				
Union	\$12.25 to \$15.88	\$13.30				

Hours	Hours				
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	81	8	11	0	
Average Hours per week	36	15	17	0	

Shifts

100% of the employers had day-shift; 77% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable **Inexperienced: Moderately Difficult**

Employment Trends

EDD Projections

2001 Size: Large - Approximately 180 employees

2001 Growth Rate: 4.1% - Average 2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 30 Job openings

Turnover: 8 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	8%	92%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	12	Public Transportation.
If Required or Preferred will Training Substitute For Experience?	100%		0%	1	

1 Technical / Vocational Training Required 92% 0% 8% 2 School Bus Certification.	Technical / Vocational Training Required	92%	0%	8%	2	School Bus Certification.
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Education

Minimum level of education required by employers when hiring an applicant:

23%	Less than High School
77%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

A Class B Commercial Drivers License is required to drive a school bus. This License also requires a DMV Physical Exam and often involves drug testing.

Desired Qualifications Based on Employers Responses

Essential: knowledge of local streets; possession of a valid Class B driver's license, a good DMV driving record, ability to perform CPR, administer emergency first aid, work under pressure, exercise patience, handle crisis situations, interact well with others, and read and follow instructions.

Important: possession of verbal communication skills, organizational and time management skills; ability to lift at least 50 lbs., work independently, work temporary or seasonal, and write legibly.

Other: possession of recording keeping skills and oral communication skills.

Where the Jobs Are

SIC Description

821 Elementary and Secondary Schools

Training Sources

Training can be obtained through school districts. They receive between 1 and 4 weeks of driving instruction plus classroom training on State and local laws, regulations, and policies of operating school buses; safe driving practices; driver-pupil relations; first aid; disabled student special needs; and emergency evacuation procedures. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

69%	Newspaper Ads
54%	In-House Promotion or Transfer
46%	Walk-inn Applicants



ES 893110

18 Employers Surveyed

66 Jobs Represented

15% Female

85% Male

Description

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders, and shapers to cut and shape parts from wood stock.

Alternate Job Titles

Furniture Assembler, Bench Assemblers, Carpentry Worker, Load Builder, and Yardman.

Benefits									
	Employer Pays All	Employee Pays All	Shared Cost						
	FT	FT	FT						
Medical	35 %	0%	12%						
Dental	18%	6 %	0%						
Vision	12%	0%	0%						
Life	24 %	0%	0%						

	Pays Åll	Pays Åll	Cost
	FT	FT	FT
Medical	35 %	0%	12 %
Dental	18%	6 %	0%
Vision	12%	0%	0%
Life	24%	0%	0%
Sick Leave	24 %	0%	0%
Vacation	76 %	0%	0%
Retirement	12%	0%	0%
Child Care	0%	0%	0%
Other	24 %	0%	0%

Other: 401 K Plan, Profit Sharing, and Benefits.

Promotional Opportunities

39% Promote

61% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Machine Operator, and Sales Representative.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.00	\$6.00
New, Experienced Union	\$5.75 to \$10.00	\$7.00
3 Years with Firm Union	\$6.25 to \$13.00	\$8.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	94	2	0	5
Average Hours per week	40	20	0	40

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications and Point of Sale software.

Employment Trends

EDD Projections

1999 Size: Large - Approximately 90 employees 1999 Growth Rate: 4.6% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 110 Job openings

Turnover: 26 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	22%	11%	67%	26	
If Required or Preferred, Is Experience in other Occupations Accepted?	17%		83%	6	
If Required or Preferred will Training Substitute For Experience?	33%		67%	15	

Technical / Vocational Training Required	0%	0%	100%	N/A	Machine Mechanic
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Education

Minimum level of education required by employers when hiring an applicant:

78 %	Less than High School
22%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: ability of use of tools such as planes, chisels, wood files, install hardware such as planes, chisels, wood files, install hardware such as hinges, catches, drawer pulls, bore holes for insertion of screws or dowel, glue, fit and clamp parts and subassemblies together, read blueprints, sand & scrape surfaces, and match lumber for color, grain & texture.

Important: ability to work with Formica, stain, varnish or lacquer, and use hand tools.

Other: knowledge of multiplication, division & use decimals and fractions, and safe work practices; ability to lift at least 50lbs., and tolerate dust & fumes.

Training Sources

Training can be obtained in community colleges and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

2541 Wood Partitions and Fixtures

2434 Wood Kitchen Cabinets

2499 Wood products, NEC

Recruitment Methods

89%	Walk-in Applicants
78%	Word of Mouth, Window Ad, and PIC
72%	Newspaper Ads

Description

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

Alternate Job Titles

Benefits

Information Services Technician and PC Network Techni-

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$9.00 to \$14.43 \$12.00 to \$15.63	\$11.99 \$13.42
3 Years with Firm Union	\$11.50 to \$19.18 \$15.63 to \$39.79	\$14.50 \$16.00

Delicitis						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	60%	0%	33%			
Dental	60%	0%	33 %			
Vision	47 %	0%	27 %			
Life	53 %	0%	13%			
Sick Leave	100%	0%	0%			
Vacation	93%	0%	7 %			
Retirement	67 %	0%	0%			
Child Care	7%	0%	0%			
Other	13%	0%	7%			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	96	4	0	0
Average Hours per week	40	20	0	0

Other: 401 K Plan, Holidays and Uniform Shirts

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as **Network Administrator and Senior Communications** Technician.

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 7% had Other-shift (On-Call).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Applicable

Computer Software Sought

Most employers prefer applicants who are skilled in word processing, spreadsheet, and database. In addition, almost all employers prefer applicants with skills in Network system, Windows, DOS, Operating Systems, Internet, Web Page Design, and Mainframes.pair of computers and peripheral equipment; they also work on network related hardware and software problems. They may ass

Employment Trends

EDD Projections

1999 Size: Not available

1999 Growth Rate: Not available 1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	20%		80%	24	Networking System, Novell, CNA, MCSE Certification, and Troubleshooting.
If Required or Preferred will Training Substitute For Experience?	27%		73%	17	

Technical / Vocational Training Required	60%	20%	20%	21	Communication Technician and in Computers field

Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
40%	HS or Equivalent
40%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

MSCE; CAN; CNE, and A+ provided by the different vendors.

Desired Qualifications Based on Employers Responses

Essential: knowledge of diverse software applications, microcomputer hardware, operating systems, design computer networks, troubleshooting procedures, diagnosis & repair of computers, peripheral equipment, and installation & maintenance of LAN/WAN systems.

Important: knowledge of operating manuals, possession of verbal communication skills and organizational & time management skills. **Other:** knowledge of record keeping and basic mathematical calculations; possession of oral communications skills; ability to handle crisis situations.

Where the Jobs Are

SIC Description

No Available Data

Training Sources

There is no universal way to prepare for a job as a Computer Network Technician. Education is usually offered by vendors, colleges and universities, or private training institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

	93%	Newspaper Ads
	40%	Employee Referrals
١	33%	In-House Promotion or Transfer and Word of Mouth

15% Female

85% Male

Description

Computers Programmers convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Alternate Job Titles

Software Developers and Program Engineer.

Benefits						
	Employer Pays All	Employee Pays All				

	Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	38 %	0%	63 %
Dental	38 %	0%	63%
Vision	25%	0%	25%
Life	25%	0%	13%
Sick Leave	63 %	0%	0%
Vacation	100%	0%	0%
Retirement	50 %	0%	13%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

50% Promote

50% Don't Promote

Promotional opportunities may lead to positions such as Senior Programmer and Project Lead.

Wages		
	Range	Median
New, No Experience Union	\$16.78 to \$16.78	\$16.78
New, Experienced Union	\$17.44 to \$25.50	\$22.25
3 Years with Firm Union	\$20.19 to \$29.20	\$27.51

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Insufficient Data

Computer Software Sought

All employers want their employees in this occupation to be proficient in word processing. Almost all want their employees to have knowledge of spreadsheet, database and all new programs/languages such as Windows, terminals and network communication.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 60 employees

2000 Growth Rate: 0% - Remain stable

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 10 Jobs openings

Turnover: 10 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	13%	0%	25	
If Required or Preferred, Is Experience in other Occupations Accepted?	43%		57%	18	Database Developer, Program Analyst, and Computer Support
If Required or Preferred will Training Substitute For Experience?	75%		25%	30	

Technical / Vocational Training Required	50%	13%	38%	34	Computer Programming

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School			
38%	HS or Equivalent			
38%	Associate Degree (2 years)			
25%	Bachelor's Degree (4 years)			
0%	Graduate Study			

Licensing / Certifications

Certification is obtained through different vendors.

Desired Qualifications Based on Employers Responses

Essential: knowledge of problem solving skills, computer language, Assembly language, database management, and mainframe hardware and operating systems; ability to write, edit, and debug computer programs for business, ability to apply database management principles, write documentation of computer procedures, use diagnostics programs, and write effectively.

Important: knowledge of telecommunications, Windows programs, and AutoCad; ability to stay abreast of new programs/languages; possession of oral communications skills, and customer service skills; ability of follow and read instructions, think logically, concentrate

Training Sources

There are no universal training requirements for programmers because computer applications are so widespread and varied that employer's needs also vary greatly. Computer programming is taught at public and private vocational schools, community and junior colleges, and universities. Many programmers are college graduates; others have taken special courses in computer programming to supplement their experience in particular fields. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

7372 Prepackaged Software

3211 Elementary and Secondary School

8748 Business Consulting

7371 Computer Programming Services

Others

Recruitment Methods

100%	Newspaper Ads	
75%	Employee Referrals	
38%	Internet	

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized fields, such as carpentry or plumbing. Please do not include general managers of large construction contracting firms.

Alternate Job Titles

Project Manager, Job Supervisor, and Foreman.

Benefits				
	Employer Pays All	Employee Pays All	Shared Cost	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	20%	0%	67 %
Dental	13%	0%	27%
Vision	0%	0%	20%
Life	7%	0%	20%
Sick Leave	53%	0%	7%
Vacation	67 %	0%	20%
Retirement	13%	0%	33%
Child Care	0%	0%	0%
Other	0%	0%	13%

Promotional Opportunities

60% Promote

40% Don't Promote

Advancement opportunities vary depending upon the size ad type of company for which they work. Promotional opportunities may lead to positions such as Vice President and Manager.

Wages					
	Range	Median			
New, No Experience Union					
New, Experienced Union	\$12.79 to \$21.58	\$16.00			
3 Years with Firm Union	\$17.05 to \$30.00	\$20.71			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	41	0	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult **Inexperienced: Insufficient Data**

Computer Software Sought

All employers prefer applicants who are skilled in spreadsheet applications. Almost all prefer applicants who are skilled in word processing. Some employers prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 50 employees

2000 Growth Rate: 0% - Remain Stable 2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 10 Job Openings

Turnover: 5 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	42	
If Required or Preferred, Is Experience in other Occupations Accepted?	53%		47%	37	Construction Trades, Estimator, Finisher, Carpenter
If Required or Preferred will Training Substitute For Experience?	20%		80%	14	

Fechnical / Vocational Training Required	20%	7%	73%	42	Apprentice Program, Vocational, Carpentry, Plumbing
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Education

Minimum level of education required by employers when hiring an applicant:

20%	Less than High School
60%	HS or Equivalent
7%	Associate Degree (2 years)
13%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Voluntary certification can be valuable because it proves evidence of competence and experience. Requirements combine written examinations with verification of professional experience. Certified Construction Manager is awarded to practitioners who meet the requirements, complete a professional construction management "capstone" course, and pass technical examination.

Desired Qualifications Based on Employers Responses

Essential: knowledge of safe equipment operating procedures, building codes and specifications, of OSHA standards, possession of performance appraisal skills, record keeping, public contact, oral communication, and good business relationships; ability to read blueprints, read and comprehend information quickly, think logically, and work in inclement weather conditions.

Important: possession of organizational and time management skills, good DMV driving record, and good listening and speaking skills; ability to work as part of a tem and independently, work effectively under periods of high pressure, motivate others, organize and di

Other: trained in CPR and first aid techniques; ability to perform routine, repetitive work, and lift at least 10 lbs.

Training Sources

Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

1521 Single-Family Housing Construction

1542 Nonresidential Construction, NEC

1629 Heavy Construction, NEC

1731 Electrical Work

Others

Recruitment Methods

80%	Newspaper Ads	
53%	Employee Referral	
33%	Word of Mouth, Lumberyards	

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basics items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, the se cooks work in regional or national fast food chain restaurants.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	0%
Dental	0%	0%	0%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	0%	0%	0%
Vacation	0%	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Other: 50% Discount Meals.

Promotional Opportunities

82% Promote

18% Don't Promote

Promotional opportunities may lead to positions such as Shift Manager, Shift Supervisor, Shift Leader, and Crew Leader.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$5.75	\$5.75
New, Experienced Union	\$5.75 to \$5.75	\$5.75
3 Years with Firm Union	\$6.25 to \$7.00	\$6.50

	Hours				
		Full Time	Part Time	Temp or On Call	Seasonal
% of all E	mployees	1	99	0	0
Average I per week	Hours	30	19	0	0

Shifts

76% of the employers had day-shift; 76% had swing-shift; 0% had graveyard-shift, and 18% had Other-shift (5:30 am - 12:30 am, 10 am - 12 am, 4 pm to midnight).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

Co

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Large - Approximately 160 employees **1999** Growth Rate: 1% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 42 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A%		N/A%	N/A	
If Required or Preferred will Training Substitute For Experience?	N/A%		N/A%	N/A	

chnical / Vocational Training Required 0% % 100% N/A
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Education

Minimum level of education required by employers when hiring an applicant:

94%	Less than High School
6%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of measure required ingredients needed for specific food item being prepared, determine portions, and health/sanitation standards; ability to read food order slip or receive verbal instructions as to food required, prepare and cook food according to instruments, prepare and serve beverages such as coffee and fountain drinks.

Important: ability to cook in quantity, cook food requiring short preparation time, and operate cooking equipment.

Other: ability to work under stress situations, prepare dough, and follow recipes.

Where the Jobs Are

SIC Description

5812 Eating Places

Training Sources

Training can be obtained through adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Walk-in Applicants
94%	Word of Mouth and Window Ad
76%	Newspaper Ads

12% Female

Cost Estimators prepare cost estimates for manufacturing of products, construction projects, or services to aid management in bidding on or determining price of products or services. They may specialize according to a particular service performed or product produced.

Alternate Job Titles

Estimator and Sales Estimator.

Benef	its		
	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	27 %	0%	67 %
Dental	7%	0%	40%
Vision	7%	0%	33%
Life	13%	0%	47%
Sick Leave	47%	0%	13%
Vacation	80%	0%	13%
Retirement	40%	0%	33%
Child Care	0%	0%	0%
Other	0%	0%	0%

_	
	Promotional Opportunities

47% Promote

53% Don't Promote

Promotional opportunity may lead to a position such as Manager.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$8.75 to \$23.97	\$15.34
3 Years with Firm Union	\$12.50 to \$27.40	\$20.00

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	96	4	0	0
Average Hours per week	41	32	0	0

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Insufficient Data

Computer Software Sought

Almost all employers prefer applicants who are skilled in spreadsheet and word processing applications. Most prefer applicants who are skilled in database applications. Some employers prefer applicants who are skilled in specific software within its indus

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 50 employees 2000 Growth Rate: 3.6% - Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 10 Job openings

Turnover: 0 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	27	
If Required or Preferred, Is Experience in other Occupations Accepted?	64%		36%	30	Construction Trade, Roofing, Sales, and Auto Body
If Required or Preferred will Training Substitute For Experience?	40%		60%	15	

Technical / Vocational Training Required	13%	13%	73%	23	Construction Trade, Computer Industry, Vocational, and Paint-
					ing

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
40%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Voluntary certification can be valuable because it provides professional recognition of the estimator's competence and experience. To become certified, estimators usually must have between 3 and 7 years of estimating experience and must pass both a written and oral examination.

Desired Qualifications Based on Employers Responses

Essential: knowledge of labor requirements, product, industry and trends, and scheduling work; ability to analyze blueprints, specifications, proposals, prepare estimates, planning, organizing, and determine cost effectiveness.

Important: knowledge of basic math; possession of listening skills, verbal communication, and people skills.

Other: ability to sit continuously for 2 or more hours.

Training Sources

Training can be obtained in technical schools, community college, and universities. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

- 1761 Roofing, Siding, and Sheet Metal Work
- 1521 Single-Family Housing Construction
- 1522 Residential Construction, NEC
- 1731 Electrical Work
- 1711 Plumbing, Heating, Air-Conditioning
- 5211 Lumber and Other Building Materials

Others

Recruitment Methods

87%	Newspaper Ads
60%	In-House Promotion or Transfer
47%	Word of Mouth

Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	20 %	0%	40 %
Dental	13%	0%	33 %
Vision	7 %	0%	33%
Life	13%	0%	33%
Sick Leave	20%	0%	7%
Vacation	47 %	0%	13%
Retirement	20%	0%	20%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunity may lead to a positions such as Supervisor, Assistant Manager, Manager, and Merchandise Professional.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$6.50	\$6.25
New, Experienced Union	\$6.25 to \$8.63	\$7.25
3 Years with Firm Union	\$7.25 to \$10.00	\$8.50

Unionization in negligible for this occupation.

	Hours				
		Full Time	Part Time	Temp or On Call	Seasonal
% of all E	Employees	63	31	6	0
Average I per week	Hours	40	20	10	0

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

Most employers prefer applicants who are skilled in specific software within its industry. Many employers prefer applicants who are skilled in word processing.

Employment Trends

EDD Projections

2001 Size: Large – Approximately 350 employees **2001** Growth Rate: 7.1% - Much faster than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 50 Job openings

Turnover: 39 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	7%	27%	67%	5	
If Required or Preferred, Is Experience in other Occupations Accepted?	80%		20%	5	Retail, Accounting, and Yard Technician.
If Required or Preferred will Training Substitute For Experience?	40%		60%	4	

Technical / Vocational Training Required	0%	0%	100%	0	

Education

Minimum level of education required by employers when hiring an applicant:

53%	Less than High School
47%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of cash handling, inventory techniques, product knowledge, and sales techniques; possession of customer service skills. **Important:** knowledge of record keeping; ability to use computer terminal and operate a standard & computerized cash register.

Where the Jobs Are

SIC Description

784 Video Tape Rental

738 Miscellaneous Business Services

751 Automotive Rentals, No Drivers

Others

Training Sources

Trainees usually develop the necessary skills on the job.

Recruitment Methods

67%	Walk-in Applicants
60%	Employees Referrals and Word of Mouth, Hotline, Sign
33%	Newspaper Ads

OES 553350998

15 Employers Surveyed

197 Jobs Represented

85% Female

15% Male

Description

Customer Service Representatives talk with customers to find solutions to customer's problems. They may work at professional, or clerical level. Customer Service representatives at clerical levels deal with complaints about products or billing or receive orders for products and services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

Alternate Job Titles

Renefits

Staff Specialist, Receptionist, Salesperson, Desk Clerk, and Operator.

Wages					
	Range	Median			
New, No Experience Union	\$6.25 to \$8.63	\$6.38			
New, Experienced Union	\$6.50 to \$13.00	\$7.50			
3 Years with Firm Union	\$6.75 to \$16.36	\$9.40			

Delicitis					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	29 %	0%	43%		
Dental	21%	0%	43%		
Vision	14%	0%	29%		
Life	29%	0%	21%		
Sick Leave	43%	0%	21%		
Vacation	50 %	0%	21%		
Retirement	21%	0%	50 %		
Child Care	0%	0%	0%		
Other	0%	0%	0%		

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	77	8	0	16
Average Hours per week	35	23	0	28

Promotional Opportunities

40% Promote

60% Don't Promote

Promotional opportunities may lead to positions such as Manager, Supervisor, Designer, Billing Clerk, and Type Setting. Opportunities broaden for this occupation due to the industry diversity. Also, promotions and advancements may be enhanced if workers continue to improve their skills.

Shifts

100% of the employers had day-shift; 40% had swing-shift; 13% had graveyard-shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

Many employers prefer applicants who are skilled in word processing, in specific software within its industry, spreadsheet, and/or database applications.

Employment Trends

EDD Projections 2001 Size: Not available

2001 Growth Rate: Not available **2001** Madera County Growth: 4.1%

7 Years Projection: (1997-2004): Not available

Turnover: 20 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	33%	27%	40%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	78%		22%	10	Counter Sales, Billing, Public Relations, Clerical, Front Desk, and Secretary.
If Required or Preferred will Training Substitute For Experience?	44%		56%	4	

Т	Cechnical / Vocational Training Required	0%	20%	80%	4	General Business Office and Insurance License/Certification.

Education

Minimum level of education required by employers when hiring an applicant:

20%	Less than High School
67%	HS or Equivalent
7%	Associate Degree (2 years)
7%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of English grammar, spelling skills and basic math; company's services and products, possession of diplomacy skills, time management, record keeping, telephone skills, and public contact skills; ability to communicate verbally and in writing, perform routine, repetitive work, and work independently.

Important: ability to work in a busy environment, work under pressure, and to sit for two or more hours at time.

Other: ability to lift 10 lbs.,and pay attention to detail.

Where the Jobs Are

SIC Description

No Available Data

Training Sources

Trainees usually develop the necessary skills on the job.

Recruitment Methods

67%	Walk-in Applicants
53%	Employee Referrals
47%	Word of Mouth

Emergency Medical Technicians-I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Does not include Firefighters trained as Emergency Medical Technicians-I.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	100%	0%	0%
Dental	100%	0%	0%
Vision	0%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	50 %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	50 %

Promotional Opportunities
Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunity may lead to a position such as EMT Paramedics.

Wages		
	Range	Median
New, No Experience Union	\$7.31 to \$ 11.99	\$9.65
New, Experienced Union	\$7.31 to \$ 11.99	\$9.65
3 Years with Firm Union	\$8.52 to \$ 13.42	\$10.97

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	42	58	0	0
Average Hours per week	53	18	0	0

Shifts

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard- shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Small - Approximately 30 employees

1999 Growth Rate: Not available **1999** Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 13 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	9	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9	
If Required or Preferred will Training Substitute For Experience?	100%		0%	6	

Technical / Vocational Training Required	0%	0%	100%	N/A	Fire Department or Hospital environment
					VII OIIIIIEIIL

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Certified Emergency Medical Technician I. Applicants must be 18 years old of age and have an EMT-I course completion certificate. Graduates of approved EMT - I who pass a written and practical examination administered by the State certifying agency or the National registry of Emergency Medical Technicians earn the title of Registered EMT - Basic.

Desired Qualifications Based on Employers Responses

Essential: knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; possession of EMT - Paramedic Certification; ability to assist in removal and transport of victims to treatment center. Important: knowledge of maintain vehicles/medical communication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatmentature and extent of illness or injury to establish and prioritize medical procedures, assist treatment cente

Other: knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

Where the Jobs Are

SIC Description

4119 Local Transportation, NEC

8062 Hospitals

Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs is 110 to 120 hours of classroom work plus 10 hours of internship in a hospital emergency room. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

	100%	Walk-in Applicants
I	50%	Employee Referrals and Newspaper Ads
ĺ	50%	School, Program Referrals and Word of Mouth

OES 325083

2 Employers Surveyed

27 Jobs Represented

4% Female 96% Male

Description

Emergency Medical Technicians, Paramedic trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Fire-fighters trained as Paramedics.

Alternate Job Titles

No alternate job titles were reported.

Benefits
Donon

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	100%	0%	0%
Dental	100%	0%	0%
Vision	0%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	50 %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	50 %

Other: 403 B (Tax Deferred Savings Plan).

Promotional Opportunities

100% Don't Promote

Wages		
	Range	Median
New, No Experience Union	\$18.70 to \$ 18.70	\$18.70
New, Experienced Union	\$8.84 to \$ 18.70	\$13.77
3 Years with Firm Union	\$13.06 to \$ 20.62	\$16.84

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	56	44	0	0
Average Hours per week	55	16	0	0

Shifts

50% of the employers had day-shift; 50% had swing-shift; 50% had graveyard- shift, and 50% had Other-shift (3 days 24 hrs. shifts in a week).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Small - Approximately 30 employees.

1999 Growth Rate: Not available **1999** Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 7 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	50%	0%	9	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	9	
If Required or Preferred will Training Substitute For Experience?	100%		0%	7	

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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Licensed Emergency Medical Technician - Paramedic. Applicants must be 18 years of age and have EMT - P Certification. Persons operating private ambulances services must be licensed by the California Highway Patrol; all newly licensed paramedics must be fingerprinted; private ambulance drivers must be licensed by the Department of Motor Vehicles.

Desired Qualifications Based on Employers Responses

Essential: knowledge of first-aid treatment and life support care to sick or injured persons in pre-hospital setting, assess nature and extent of illness or injury to establish and prioritize medical procedures, assist treatment center personnel to obtain and record victim's vital signs, monitor patient's conditions using electrocardiograph, and administer emergency treatment; ability to assist in removal and transport of victims to treatment center.

Important: knowledge of maintain vehicles/medical communication equipment and replenish first aid equipment and supplies; ability to drive intensive care unit to specific location, follow instructions from emergency medical dispatcher, and communicate with treatmentured pe

Other: knowledge of life support procedures, sanitation practices to health care, and apply local/regional knowledge to transportation; ability to work as a team member.

Where the Jobs Are

SIC Description

4119 Local Passenger Transportation, NEC

8062 Hospitals

Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Training programs generally last between 750 and 2,000 hours. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	In-House Promotion or Transfer and Walk-In Applicants
50%	School, Program Referrals
50%	Word of Mouth

0% Female

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Does not include Bus and Truck Mechanics and Diesel Engine Specialists.

Alternate Job Titles

Mechanic.

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Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	47 %	0%	27 %
Dental	27 %	0%	27 %
Vision	27 %	0%	13%
Life	27 %	0%	20%
Sick Leave	20 %	0%	0%
Vacation	67 %	0%	0%
Retirement	13%	0%	20%
Child Care	0%	0%	0%
Other	0%	0%	0%

1	Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Shop Foreperson, Manager, and Parts Specialist.

Wages		
	Range	Median
New, No Experience Union	\$8.00 to \$9.00	\$8.50
New, Experienced Union	\$6.75 to \$14.30	\$10.00
3 Years with Firm Union	\$7.50 to \$18.00	\$14.00

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	98	2	0	0
Average Hours per week	42	20	0	0

Shifts

100% of the employers had day-shift; 7% had swing-shift; 7% had graveyard- shift, and 7% had Other-shift (On call).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

Many employers prefer applicants who are skilled in specific software intending to diagnose and ordering equipment.

Employment Trends

EDD Projections

2001 Size: Medium – Approximately 70 employees 2001 Growth Rate: 3.6% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 2 Job openings

Turnover: 6 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	80%	13%	7%	39	
If Required or Preferred, Is Experience in other Occupations Accepted?	43%		57%	19	General farming. Mechanic, and Farm Shop Mechanic.
If Required or Preferred will Training Substitute For Experience?	43%		57%	20	

Technical / Vocational Training Required	7%	13%	80%	12	Diesel mechanic Program and General Mechanic.
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Education

Minimum level of education required by employers when hiring an applicant:

60%	Less than High School
40%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of safe work practices, service manuals, repair diesel engines, and hydraulics; ability to use hand tools.

Important: knowledge of basic math; possession of mechanical aptitude; ability to operate testing equipment, operate precision measuring instruments, and use hand tools.

Other: ability to lift at least 75 lbs. repeatedly, read/follow instructions, and write legibly.

Where the Jobs Are

SIC Description

508 Machinery, Equipment, and Supplies

Others

Training Sources

The length of training varies with the helper's aptitude and prior experience. At least 2 years of on-the-job training usually are necessary before a mechanic can efficiently do the more routine types of repair work, and additional training and experience are required for highly specialized repair and overhaul jobs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

53%	Employee Referrals, Newspaper Ads
53%	Word of Mouth
47%	Walk-Inn Applicants

Description

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

Alternate Job Titles

No alternate job titles were reported.

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Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	100%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Chief, Captain, and Fire Engineer.

Wages		
	Range	Median
New, No Experience Union	\$11.25 to \$11.25	\$11.25
New, Experienced Union	\$11.25 to \$14.65	\$13.15
3 Years with Firm Union	\$12.79 to \$18.83	\$18.49

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	54	0	0	0

Shifts

0% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 100% had Other-shift (24 hrs. Shift.).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing and database applications. .Most prefer applicants who are skilled in spreadsheet applicants.

Employment Trends

EDD Projections

 $\begin{tabular}{ll} \bf 2000 \ Size: \ Medium - Approximately 55 \ employees \\ \bf 2000 \ Growth \ Rate: \ 7.1\% - Much \ faster \ than \ average \\ \end{tabular}$

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 40 Job openings

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	33%	0%	22	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	12	

Technical / Vocational Training Required	100%	0%	0%	12	Certification and Academy Training Program
					1116 1 10614111

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Not required; however, fire departments increasingly are requiring their firefighters to be cross-trained as paramedics, which requires licensing. Certification of Firefighter I can be obtained passing a written exam; tests of strength, physical stamina, coordination, and agility; a medical examination that includes drug screening. Examinations are generally open to persons who are at least 18 years of age and have a high school education or equivalent.

Desired Qualifications Based on Employers Responses

Essential: knowledge of medical terminology and local streets; possession of valid class B driver's license, good vision, color perception, and hearing, agility, coordination, and manual dexterity; ability to use CPR and First Aid, use of firefighting and rescue equipment, perform strenuous, physically demanding work, take vital signs, handle crisis situations, work under pressure, analyze situations accurately and react quickly, lift 90 lbs., and think logically.

Important: ability to climb high places, work under pressure, work in a team environment, and work extended hours.

Other: possession of good verbal communication and listening skills; ability to pass a pre-employment physical exam and drug screen test.

Where the Jobs Are

SIC Description

9020 State Government

9030 Local Government

Training Sources

Training can be obtained through 2-year technical, community college, and Academy. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

	100%	In-House Promotion or Transfer
	100%	Newspaper Ads
Ī	100%	Job Fair and Flyers



OES 790020

1 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

125 Jobs Represented

Median

\$9.02

\$10.00

\$11.32

33% Female

67% Male

Description

Forest and Conservation Workers develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and trees; and controlling erosion and leaching of forest soil. Does not include such occupations as Forester Aides, Seedling Pullers, and Tree Planters.

Alternate Job Titles

Forestry Technician.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	100%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	0%	0%	100%
Child Care	0%	0%	0%
Other	0%	0%	0%

_				_
Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	40	12	0	48

40

0

40

Range

\$9.02 to \$9.02

\$10.00 to \$10.00

\$11.32 to \$11.32

Promotional Opportunities

100% Promote

% Don't Promote

Promotional opportunities may lead to positions such as Supervisor Forestry Technician and Crew Leader.

Shifts

Average Hours

per week

100% of the employers had day-shift; 100% had swing-shift; 0% had graveyard-shift, and 0% had Other-shift.

40

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2001 Size: Large - Approximately 130 employees

2001 Growth Rate: 0% - Remain stable **2001** Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 10 Job openings

Turnover: 12 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	0	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		0%	0	
If Required or Preferred will Training Substitute For Experience?	0%		0%	0	

Technical / Vocational Training Required	0%	100%	0%	4	Fire Training Course.
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Licensing is required only by persons practicing as professional foresters for state agencies, private industry, and consulting firms. License not necessary for persons working for federal government on federal lands. Seven years of experience in forestry work, at least three years of which shall have been in charge of forestry work under the direct supervision of a person registered or qualified for registration under provisions of the Public Resources Code.

Desired Qualifications Based on Employers Responses

Essential: knowledge of tools and machinery and logging operations; possession of a good health, motor skills, mechanical aptitude and coordination; ability to work as a team, make decisions, work outdoors, and lift at least 50 lbs.

Where the Jobs Are

SIC Description

902 State Government, Exc Hosp & Educ

Others

Training Sources

Trainees usually develop skills through on-the-job training. Training can be obtained through 2-year technical or community college who offers a two year Associate of Science Degree with emphasis in Park Technology or Forestry Technology. Forest and Conservation Workers can get training to supplement their experience through fire safety courses. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Newspaper Ads
100%	Walk-Inn Applicants
100%	Internet



190050 ES

31 Employers Surveyed

38% Female

63% Male

40 Jobs Represented

Description

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include Managers of smaller establishments who typically engage in the same activities as the workers they supervise and report them in the appropriate category in the other divisions.

Alternate Job Titles

President, Executive Director, Police Chief, and Network Supervisor.

wages		
	Range	Median
New, No Experience Union	\$10.36 to \$16.78	\$15.34
New, Experienced Union	\$9.59 to \$23.95	\$15.34
3 Years with Firm Union	\$11.99 to \$ 28.38	\$19.18

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	81 %	0%	17%		
Dental	75 %	0%	17%		
Vision	75 %	0%	10%		
Life	78 %	4%	16%		
Sick Leave	97 %	0%	0%		
Vacation	97 %	0%	0%		
Retirement	71%	0%	6 %		
Child Care	0%	0%	0%		
Other	7 %	0%	19%		

Other:	401 K Plan,	Holidays, a	and Profit Sharing.
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Promotional Opportunities

3% Promote

97% Don't Promote

Promotional opportunity may lead to a position such as President.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	41	0	0	0

Shifts

97% of the employers had day-shift; 26% had swing-shift; 3% had graveyard- shift, and 6% had Other-shift (Weekends and On-Call).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applications and Windows. Most employers prefer applicants who are skilled in database software.

Employment Trends EDD Projections

1999 Size: Very Large - Approximately 760 employees 1999 Growth Rate: 2.7% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 240 Job openings

Turnover: 10 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	61%	0%	39%	53	
If Required or Preferred, Is Experience in other Occupations Accepted?	11%		89%	35	Extrusion Exposure, Hotel Management, Business Management, and Post Basic Certificate.
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational Training Required	13%	0%	87%	33	Administrative Management and Hospitality Management
--	-----	----	-----	----	--

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
58%	HS or Equivalent
10%	Associate Degree (2 years)
32%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of financial management principles & theories, cost analysis theory, and direct activities of organization to plan procedures, and staff members responsibilities, and coordinate functions among departments and sites; ability to analyze/interpret data/budgets, review financial statements and sales and activity reported to ensure that organizations' objectives are achieved, negotiate or approve contracts with suppliers and distributors, and preside over or serve on board of directors, management committees, or other governing boards.

Important: ability to direct and coordinate organizations' financial and budget activities to fund operations, maximize investments, and increase efficiency; delegate responsibilities to subordinates, and evaluate performance of company in areas of cost reduction and coordinate functions

Other: knowledge of marketing strategy and accounting & business law; ability to establish internal control procedures.

Training Sources

The educational background of managers and top executives varies widely as the nature of their responsibilities. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

5411 Grocery Stores

9030 Local Government

1742 Plastering, Drywall, and Insulation

Others

Recruitment Methods

90%	In-House Promotion or Transfer
70%	Newspaper Ads
30%	EDD, Walk-In Applicants, and Colleges/Universities

15 Employers Surveyed

528 Jobs Represented

31% Female 69% Male

Description

Graders and Sorters, Agricultural Products grade, sort, or classify unprocessed food and other agricultural products by size, weight, color, or condition. Please do not include Inspectors and Graders of processed agricultural products.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	67 %
Dental	0%	0%	33%
Vision	0%	0%	0%
Life	0%	0%	0%
Sick Leave	33%	0%	0%
Vacation	67 %	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities
Promotional Opportunitie

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Floor Person, Machine Operator, Quality Control, and Fork Lift Driver.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.00	\$5.88
New, Experienced Union	\$5.75 to \$6.50	\$6.25
3 Years with Firm Union	\$6.50 to \$8.25	\$7.25

	Hours				
		Full Time	Part Time	Temp or On Call	Seasonal
% of all E	Employees	3	0	0	97
Average l per week		40	0	0	44

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2000 Size: Large - Approximately 530 employees **2000** Growth Rate: 1.4% - Slower than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 0 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	47%	0%	53%	4	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	3	Agricultural Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	1	

echnical / Vocational Training Required 0% 0% 100% 0
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Education

Minimum level of education required by employers when hiring an applicant:

73%	Less than High School
27%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: possession of good eye-hand coordination, oral communication skills, and manual dexterity and work rapidly; ability to determine the quality of agricultural products, differentiate between color, size, texture, etc., lift at least 50 lbs., and perform routine, repetitive work.

Important: ability to stand for prolonged periods of time, read and follow instructions, work at or near moving conveyor belts, and work independently or with close supervision.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

2034 Dehydrated Fruits, Vegetables Soup

2041 Flour and Other Grain Mill Products

Others

Recruitment Methods

93%	Employee Referrals	
93%	Walk-In Applicants	
100%	Word of Mouth	

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence,. Or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Alternate Job Titles

Security Guard and Officers.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	57 %
Dental	0%	0%	57 %
Vision	0%	0%	43%
Life	14%	0%	14%
Sick Leave	57 %	0%	0%
Vacation	57 %	0%	0%
Retirement	29%	0%	29%
Child Care	0%	0%	0%
Other	0%	0%	0%

	Range	Median	
New, No Experience Union	\$6.25 to \$9.17	\$7.00	
New, Experienced Union	\$6.25 to \$11.11	\$9.00	
3 Years with Firm Union	\$7.00 to \$14.00	\$10.00	
Unionization is negligible in this occupation			

Unionization is negligible in this occupation.

Wages

Promotional Opportunities

43% Promote

57% Don't Promote

Promotional opportunities may lead to positions such as Armored Officer, Security Guard, and Standing Guard Patrol.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	69	20	9	2
Average Hours per week	40	21	12	20

Shifts

100% of the employers had day-shift; 86% had swingshift; 71% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2001 Size: Large – Approximately 140 employees 2001 Growth Rate: 4.8% - Faster than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 60 Job openings

Turnover: 23 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	14%	14%	71%	15	
If Required or Preferred, Is Experience in other Occupations Accepted?	50%		50%	24	Law Enforcement.
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

Technical / Vocational Training Required	14%	0%	86%	3	Guard Card Requirements.

Education

Minimum level of education required by employers when hiring an applicant:

29%	Less than High School
71%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

The state requires registration of guards. If firearms are required for the job, a weapons permit is also required. Armed uniformed guards must be registered by the Bureau of Collection & Investigative Services in Sacramento. To receive a Guard Registration Card, the applicant must pass a 2 hour written exam on the exercise of the power to arrest. If the Guard will be carrying an exposed gun, a Firearm Permit must also be obtained. This permit requires approximately 14 hours of written and range examination on the carrying and use of firearms. Those with felony convictions can apply if they occurred more than seven years ago.

Training Sources

The amount of training guards receive varies. Training requirements are higher for armed guards because their employers are legally responsible for any use of force.

Desired Qualifications Based on Employers Responses

Essential: knowledge of report writing skills, safety procedures, customer service skills, people and communication skills; possession of security guard registration, good vision, good physical condition, good hearing, clean police record, and good grooming and public contact skills; ability to work nights, weekends, and holidays, ability to handle crisis situations.

Important: knowledge of safety patrolling work, first aid and CPR, and crowd control; ability to deal effectively with difficult individuals, stand continuously for 2 or more hours, read and follow instructions, and write legibly.

Other: possession of people and communication skills and license to carry firearms; ability to work independently and use tear gas.

Where the Jobs Are

SIC Description

738 Miscellaneous Business Services

821 Elementary and Secondary Schools

799 Misc. Amusement, Recreation Service

806 Hospitals

701 Hotels and Motels

Others

Recruitment Methods

71%	Word of Mouth, Sign, and Posters
57%	Newspaper Ads and Walk-Inn Applicants
43%	Employee Referrals

Description

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

Alternate Job Titles

Courtesy Clerk, Shipper, Material Handler, Loader, Expeditor, Paletizer, Line Packer, Processor, Sorter, and Warehouse Person.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	18%	0%	36 %
Dental	0%	0%	55%
Vision	0%	0%	45%
Life	9%	0%	36%
Sick Leave	9%	0%	9%
Vacation	45%	0%	9%
Retirement	36%	0%	9%
Child Care	0%	0%	0%
Other	0%	0%	9%

Promotional Opportunities

67% Promote

33% Don't Promote

Promotional opportunities may lead to positions such as Crew Leader, Warehouse Worker, Cashier, Department Manager, Line Operator, Material Handler, Production, and Shipping & Receiving Clerk.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$9.30	\$6.25
New, Experienced Union	\$6.25 to \$10.00	\$6.28
3 Years with Firm Union	\$6.25 to \$11.00	\$7.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	31	7	0	61
Average Hours per week	43	21	0	47

Shifts

100% of the employers had day-shift; 40% had swing-shift; 20% had graveyard-shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Insufficient Data Inexperienced: Not Difficult

Computer Software Sought

Few employers prefer applicants who are skilled in word processing, database applications, and/or computerized machinery.

Employment Trends

EDD Projections

2001 Size: Very Large – Approximately 550 employees

2001 Growth Rate: 3.8% - Average **2001** Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 120 Job openings

Turnover: 9 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	33%	67%	5	
If Required or Preferred, Is Experience in other Occupations Accepted?	60%		40%	4	Farm Labor and Fruit Packer.
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

chnical / Vocational Training Required 0% 0% 100%	0	0%	0%	Technical / Vocational Training Required
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Education

Minimum level of education required by employers when hiring an applicant:

80%	Less than High School
20%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of basic math; possession of good color perception and good eye-hand coordination; ability to use hands, arms and fingers, and lift 50lbs. repeatedly.

Important: knowledge of packing and wrapping procedures/materials, shipping and labeling procedures, safety procedures; ability to work with close supervision and learn from on-the-job training.

Other: ability to perform accurate work, interact well with others, and write legibly.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

541 Grocery Stores

208 Beverages

203 Preserved fruits and Vegetables

736 Personnel Supply Services

Others

Recruitment Methods

87%	Walk-in Applicants
80%	Employee Referrals
67%	Word of Mouth, CalJobs, and Referrals

Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Alternate Job Titles

No alternate job titles were reported.

 _			
Benef	its		
	Employer	Employee	9

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	25%
Dental	0%	0%	17%
Vision	0%	0%	8%
Life	0%	0%	17%
Sick Leave	17%	0%	0%
Vacation	25%	0%	0%
Retirement	0%	0%	0%
Child Care	0%	0%	0%
Other	17%	0%	0%

Other: 401K Plan.



Promotional Opportunities

13% Promote

87% Don't Promote

Promotional opportunity may lead to a position such as Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.50	\$5.75
New, Experienced Union	\$5.75 to \$6.50	\$5.75
3 Years with Firm Union	\$6.00 to \$8.00	\$6.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	78	8	0	14
Average Hours per week	39	20	0	40

Shifts

87% of the employers had day-shift; 80% had swing-shift; 27% had graveyard-shift, and 7% had Other-shift (Morning and afternoon).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications, Windows system, and Network Reservation System.

Employment Trends

EDD Projections

1999 Size: Medium - Approximately 70 employees

1999 Growth Rate: 0% - Remain stable 1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 9 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	7%	13%	80%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	8	
If Required or Preferred will Training Substitute For Experience?	33%		67%	12	

Technical / Vocational Training Required	0%	0%	100%	Front Desk Clerk, Public Relations Clerk, and Customer Service

Education

Minimum level of education required by employers when hiring an applicant:

20%	Less than High School
80%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of intermediate business math and cash register knowledge; possession of customer service skills; ability to schedule/coordinate hotel, resort, cruise or expedition reservations, provide customer service, receive payments & make changes, and follow/give instructions.

Important: knowledge of safety procedures; ability to prioritize tasks and resolve conflicts.

Other: knowledge of record keeping and possession of oral & written communication skills.

Where the Jobs Are

SIC Description

7011 Hotels and Motels

Training Sources

Trainees usually develop the necessary skills on the job.

Recruitment Methods

100%	Walk-in Applicants
87%	Newspaper Ads
60%	Employee Referrals

Housekeeping Supervisors supervise work activities of cleaning personnel to insure clean, orderly and attractive rooms in commercial establishments such as hotels, hospitals, and educational institutions. They assign duties, inspect work, investigate complaints regarding housekeeping service and equipment and take corrective action. They may purchase housekeeping supplies and equipment, and take periodic inventories. They may screen applicants, train new employees and recommend dismissals.

Alternate Job Titles

Benefits

Lead Supervisor and Lead Housekeeper.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$7.50	\$6.38
New, Experienced Union	\$6.00 to \$8.50	\$6.50
3 Years with Firm Union	\$6.50 to \$9.00	\$7.83

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	33%
Dental	0%	0%	13%
Vision	0%	0%	0%
Life	7%	7%	7%
Sick Leave	27 %	0%	0%
Vacation	47%	0%	0%

	Pays All	Pays All	Cost
	FT	FT	FT
	0%	0%	33%
	0%	0%	13%
	0%	0%	0%
	7%	7%	7%
ive	27%	0%	0%
1	47%	0%	0%
ent	7%	0%	7 %
are	0%	0%	0%
	7 %	0%	0%
	·	·	·

Other	401	K	Plan	

Retirem Child Ca Other

Promotional Opportunities

17% Promote

83% Don't Promote

Promotional opportunities may lead to positions such as Manager and into Clerical field.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	84	11	0	5
Average Hours per week	39	30	0	20

Shifts

100% of the employers had day-shift; 6% had swing-shift; 0% had graveyard- shift, and 6% had Other-shift (24 hrs. availability).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

All employers prefer applicants who skilled in word processing applications and Network Reservation System (in hostelry industry).

Employment Trends

EDD Projections

1999 Size: Small - Approximately 30 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 0 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	44%	22%	33%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	75%		25%	9	
If Required or Preferred will Training Substitute For Experience?	33%		67%	8	

Technical / Vocational Training Required 0% 0% 100% N/A Supervisor and Housekeepe

Education

Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
83%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of manage personnel, inventory control procedures and health/sanitation standards; ability to keep records & maintain files, maintain janitorial cleaning equipment, investigate customer complaints, purchase cleaning supplies and train staff.

Important: knowledge of interpersonal communication techniques; possession of customer service skills; ability to sort and classify laundry articles.

Other: ability to speak second language fluently, follow/give instructions, prepare reports, provide customer service, and screen janitorial/housekeeping applicants.

Training Sources

Training can be obtained through private business, technical school, and adult school with vocational program. On-job-training is another element for this occupation. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

7011 Hotels and Motels

3062 General Medical & Surgical Hospital

8051 Skilled Nursing Care Facilities

8331 Job Training and Related Services

Recruitment Methods

78%	Walk-in Applicants
72%	Newspaper Ads
44%	In-House Promotion or Transfer/Employee Referral

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

Alternate Job Titles

Foreman, Supervisor, and Load Dispatcher.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	44%
Dental	34%	6 %	39%
Vision	28%	0%	28%
Life	28%	0%	22%
Sick Leave	78 %	0%	6 %
Vacation	83%	0%	6 %
Retirement	28%	0%	17%
Child Care	0%	0%	0%
Other	6 %	0%	39%

Other: 401 K Plan and Profit Sharing.

Promotional Opportunities

32% Promote

68% Don't Promote

Promotional opportunities may lead to positions such as Manager, VP Manufacturing, and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$9.00 to \$9.00	\$9.00
New, Experienced Union	\$7.25 to \$14.38	\$10.55
3 Years with Firm Union	\$8.25 to \$19.18	\$14.00

Unionization is negligible in this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	99	0	0	1
Average Hours per week	40	0	0	40

Shifts

100% of the employers had day-shift; 16% had swing-shift; 5% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing and spreadsheet applications. Most employers prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

1999 Size: Medium - Approximately 80 employees **1999** Growth Rate: 10.7% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 40 Job openings

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	95%	5%	0%	31	
If Required or Preferred, Is Experience in other Occupations Accepted?	16%		84%	14	Extrusion Exposure and Managerial
If Required or Preferred will Training Substitute For Experience?	5%		95%	12	

Technical / Vocational Training Required	11%	0%	89%	42	Welder, Machine Mechanic, and
					Supervisor

Education

Minimum level of education required by employers when hiring an applicant:

58%	Less than High School
37%	HS or Equivalent
5%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of cost analysis theory, manufacturing process theory, insurance systems, financial management principles & theories, and budgeting principles; ability to maintain a safe environment, analyze data/budgets, prepare and maintain production reports and personnel records, and meet deadlines.

Important: knowledge of production materials & processes, inventory & supplies, and manufacturing methods & techniques; ability to analyze production, quality control, maintenance, and other operational report to detect production problems.

Other: knowledge of cultural diversity; ability to use computer, interpret medical evaluations of employees in hazardous job, and negotiate labor contracts.

Training Sources

Because of the diversity of manufacturing operations and job requirements, there is no standard preparation for this occupation. Training can be obtained through 2-year technical or community college, and 4-year college or university. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

2084 Wines, Brandy, and Brandy Spirits

3221 Glass Containers

3585 Refrigeration and Heating Equipment

3949 Sporting and Athletic Goods, NEC

2421 Sawmills and Planning Mills, General

Others

Recruitment Methods

86%	Walk-in Applicants
64%	Inhouse Promotion or Transfer
57%	Newspaper Ads



ES 979470

17 Employers Surveyed

3% Female

97% Male

112 Jobs Represented

Description

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

Alternate Job Titles

Fork Lift Operator/Driver, Yard Person, Material Handler, and Warehouse Person.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	24%	0%	59 %
Dental	12%	0%	41%
Vision	6 %	0%	29%
Life	18%	0%	29%
Sick Leave	35 %	0%	18%
Vacation	59 %	0%	18%
Retirement	18%	0%	41%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

76% Promote

24% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Supervisor, Manager, Shipping & Receiving Clerk, Loader Operator, Counter & Rental Clerk, and Mechanic. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

Computer Software Sought

Most employers prefer applicants who are skilled in word processing, database applications, and/or specific software within its industry.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$10.50	\$8.00
New, Experienced Union	\$6.75 to \$12.00	\$9.00
3 Years with Firm Union	\$7.00 to \$15.00	\$11.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	1	0	9
Average Hours per week	41	30	0	50

Shifts

100% of the employers had day-shift; 29% had swingshift; 6% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Employment Trends

EDD Projections

2001 Size: Large - Approximately 120 employees

2001 Growth Rate: 6.3% - Much faster than the average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 50 Job openings

Turnover: 6 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	24%	29%	47%	10	
If Required or Preferred, Is Experience in other Occupations Accepted?	56%		44%	8	Inspector Packer, Shipping Clerk, Trucking, and Commercial Yard. Operator.
If Required or Preferred will Training Substitute For Experience?	44%		56%	4	

Technical / Vocational Training Required	0%	12%	88%	4	Trucking.
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Education

Minimum level of education required by employers when hiring an applicant:

41%	Less than High School
59%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of safe equipment operating practices, record keeping, and inventory techniques; possession of good memory; ability to weigh and/or measure stock materials, and lift at least 50lbs.

Important: possession of a good spatial aptitude; ability to work independently, write legibly, and interact well with others.

Other: possession of computer familiarity; ability to work outdoor in all weather conditions, handle stress, and read/follow instructions.

SIC Description

507 Hardware, Plumbing & Heating Equipment

421 Trucking & Courier Services, Exc Air

422 Public Warehousing and Storage

Where the Jobs Are

265 Paperboard Containers and Boxes Others

Training Sources

Apprenticeship programs for construction equipment operator consist of at least 3 years, 6,000 hours of on-the-job training and 144 hours a year of related classroom instructions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

65%	Walk-in Applicants
59%	Employee Referrals
41%	Word of Mouth, Sign, WDO, and Return of Employees



OES 670050

22 Employers Surveyed

151 Jobs Represented

9% Female

91% Male

Description

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

Alternate Job Titles

Maintenance, Custodian, Handyperson, and Public Attendant.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	27 %
Dental	20%	7%	20%
Vision	20%	0%	7%
Life	13%	7%	7%
Sick Leave	53%	0%	0%
Vacation	67 %	0%	0%
Retirement	13%	0%	13%
Child Care	0%	0%	0%
Other	13%	0%	0%

Other: 401 K Plan and Free Meals.

Promotional Opportunities

36% Promote

64% Don't Promote

Promotional opportunities may lead to positions such as Lead Person or Head Person.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.83	\$6.00
New, Experienced Union	\$5.75 to \$8.83	\$6.25
3 Years with Firm Union	\$6.25 to \$10.50	\$7.50

Unionizations is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	67	10	18	5
Average Hours per week	40	23	12	36

Shifts

82% of the employers had day-shift; 36% had swing-shift; 14% had graveyard- shift, and 9% had Other-shift (Part days and part swings and evenings after clinic closure).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Difficult



Computer Software Sought

All employers prefer applicants who are skilled in Work Orders and Supplies software.

Employment Trends

EDD Projections

1999 Size: Very Large - Approximately 360 employees **1999** Growth Rate: 1.3% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 80 Job openings

Turnover: 5 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	14%	14%	73%	10	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	11	
If Required or Preferred will Training Substitute For Experience?	33%		67%	6	

Technical / Vocational Training Required	0%	0%	100%	N/A	Maintenance Worker and House- keeper
					Кесрег

Education

Minimum level of education required by employers when hiring an applicant:

45%	Less than High School
55%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge maintaining janitorial cleaning equipment, manage inventories & supplies, and purchase housekeeping & cleaning supplies; ability to operate cleaning equipment, remove stains from different materials, and use of cleaning materials for routine building maintenance.

Important: knowledge of cleaning agents and health/sanitation standards; ability to follow/give instructions and keep records & maintain files

Other: knowledge of basic carpentry techniques; possession of valid driver's license; ability to combination weld, preparation of reports, customer service techniques, and interpersonal communication techniques.

Training Sources

Training can be obtained through private business and technical school, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8211 Elementary and Secondary Schools

7349 Building Maintenance Services

2034 Dehydrated Fruits, Vegetables, Soup

Others

Recruitment Methods

86%	Walk-in Applicants
86%	Newspaper Ads
45%	Word of Mouth, Window Ad, and PIC

19 Employers Surveyed

125 Jobs Represented

10% Female

90% Male

Description

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Alternate Job Titles

Foreperson, Groundskeeper II, and Apprentice Plumber.

wages		
	Range	Median
New, No Experience Union	\$6.25 to \$9.15	\$7.00
New, Experienced Union	\$6.50 to \$9.22	\$8.50
3 Years with Firm Union	\$7.50 to \$12.00	\$10.87

Benefits					
	Employer Pays All	Employee Pays All	Shared Cost		
	FT	FT	FT		
Medical	22 %	0%	28%		
Dental	17%	0%	22%		
Vision	6 %	0%	17%		
Life	0%	0%	6 %		
Sick Leave	28%	0%	0%		
Vacation	56 %	0%	0%		
Retirement	0%	0%	17%		
Child Care	0%	0%	0%		
Other	0%	0%	0%		

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	66	8	0	26
Average Hours per week	40	27	0	40

Promotional Opportunities

26% Promote

74% Don't Promote

Promotional opportunities may lead to positions such as Foreperson, Groundskeeper II, and Apprentice Plumber. Shifts

100% of the employers had day-shift; 5% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2001 Size: Very Large - Approximately 230 employees 2001 Growth Rate: 4.5% - Faster than the average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 110 Job openings

Turnover: 10 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	16%	32%	53%	8	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	8	Commercial Landscaping, Groundskeeping, Lawn Care Worker, Electrical and Construc- tion.
If Required or Preferred will Training Substitute For Experience?	33%		67%	3	

Technical / Vocational Training Required	0%	0%	100%	0	
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Education

Minimum level of education required by employers when hiring an applicant:

47%	Less than High School
53%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of gardening tools, pesticides and herbicides, plumbing repair, and sprinkler repair and installation; possession of lawn & gardening skills and pruning skills.

Important: possession of public contact skills and willingness to work with close supervision; ability to use hand & power tools or equipments, and lift at least 75lbs. repeatedly.

Other: possession of a reliable vehicle; ability tom work independently.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

- 78 Landscape and Horticultural Service
- 821 Elementary and Secondary Schools
- 903 Local Government, Exc Hosp & Educ
- 799 Misc Amusement, Recreation Service Others

Recruitment Methods

89%	Walk-in Applicants
68%	Employee Referrals
53%	Word of Mouth, Flyers, and Sign

LICENSED VOCATIONAL NURSES

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Alternate Job Titles

Benefits

Inpatient Nurse Liaison.

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	25%	0%	56 %
Dental	25%	0%	44%
Vision	31%	0%	31%
Life	31%	6 %	19%
Sick Leave	50%	0%	25%

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	25 %	0%	56 %
Dental	25 %	0%	44%
Vision	31%	0%	31%
Life	31%	6 %	19%
Sick Leave	50 %	0%	25%
Vacation	69%	0%	25%
Retirement	25%	0%	19%
Child Care	0%	0%	13%
Other	0%	0%	0%

Prom

notional Opportunities

63% Promote

38% Don't Promote

Promotional opportunities may lead to positions such as Registered Nurse (with further education), Supervisor, Staff Coordinator, and Lead LVN.

Wages					
	Range	Median			
New, No Experience Union	\$10.00 to \$14.00	\$12.47			
New, Experienced Union	\$11.00 to \$15.17	\$13.21			
3 Years with Firm Union	\$14.00 to \$18.50	\$15.88			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	91	7	2	0
Average Hours per week	40	21	10	0

Shifts

100% of the employers had day-shift; 56% had swingshift; 50% had graveyard-shift, and 6% had Other-shift (Evenings).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

Some employers prefer applicants who are skilled in word processing, database, and specific medical applications. Few employers prefer applicants who are skilled in spreadsheet applications.

Employment Trends EDD Projections

2000 Size: Large - Approximately 140 employees

2000 Growth Rate: 20.4% - Much faster than the average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 120 Job openings

Turnover: 14 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	56%	31%	13%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	36%		64%	14	CNA
If Required or Preferred will Training Substitute For Experience?	64%		36%	9	

Technical / Vocational Training Required 100% 0% 12 License, LVN, and Vocational
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Education

Minimum level of education required by employers when hiring an applicant:

19%	Less than High School
50%	HS or Equivalent
31%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

LVN's license is administered by the Board of Vocational Nurses and Psychiatric Technician Examiners. To qualify for a license an applicant must be at least 17 years old, have graduated from a state-approved school of vocational nursing, 36 months of paid experience, and pass the licensing examination.

Desired Qualifications Based on Employers Responses

Essential: knowledge of laboratory procedures, asepsis, and health/sanitation standards; possession State Certification and IV Certification; ability to administer medications, take vital signs, detect complications in patients, administer injections, and provide personal services to patients.

Important: knowledge of transferring techniques in moving patients, inhalation therapy, medical terminology, CPR techniques and record keeping; possession of blood drawing and public contact skills; ability to handle crisis situation.

Other: knowledge of problem solving, computer, and basic math calculations; possession of bilingual language fluency; ability to work independently.

Training Sources

Trade, technical, vocational schools, community and junior colleges provide nursing program. Most nursing programs last about 1 year and include classroom study and supervised clinical practice. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8062 General Medical & Hosp.

8059 Nursing & Personal Care

8011 Offices & Clinics of Med. Dr

Others

Recruitment Methods

69%	Employee Referrals
69%	Newspaper Ads
50%	Word of Mouth

Description

Loan Officers and Counselors evaluate, authorize, or recommend approval of commercial or real estate loans and credit loans or advise borrowers on financial status and methods of payments. Includes such occupations as Mortgage Loan Officers or Agents, Collection Analysts, and Loan Servicing Officers.

Alternate Job Titles

No alternate job titles were reported.

Benef	efits					
	Employer	Employee				

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	13%	87 %
Dental	0%	13%	60%
Vision	0%	13%	40%
Life	0%	7%	13%
Sick Leave	20 %	13%	7 %
Vacation	67 %	13%	7%
Retirement	0%	7%	7%
Child Care	0%	0%	0%
Other	0%	0%	0%

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Manager and Broker.

Wages		
	Range	Median
New, No Experience Union	\$8.50 to \$10.50	\$9.50
New, Experienced Union	\$10.00 to \$16.78	\$14.00
3 Years with Firm Union	\$13.00 to \$19.66	\$17.70

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	10	0	0
Average Hours per week	41	23	0	0

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 7% had Other-shift (Night).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in word processing. Many prefer applicants who are skilled in spreadsheet applications. Some employers prefer applicants who are skilled in specific banking software.

Employment Trends

EDD Projections

2000 Size: Small - Approximately 30 employees **2000** Growth Rate: 0% - Remain Stable

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 0 Job Opening

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	20%	13%	21	
If Required or Preferred, Is Experience in other Occupations Accepted?	69%		31%	13	Banking and Sales
If Required or Preferred will Training Substitute For Experience?	46%		54%	16	

Technical / Vocational Training Required	27%	0%	73%	9	Real State License and Vocational
					Training

Education

Minimum level of education required by employers when hiring an applicant:

7%	Less than High School
80%	HS or Equivalent
13%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of conventional loans, government loans, and regulations affecting financial institutions; possession of negotiation, sales, business math, and customer service skills, ability to confer with underwriters to resolve problems, ensure agreements are complete and accurate, make decisions regarding extension of credits, to prepare, analyze and & verify loan applications, and ability to interview others for information.

Important: ability to compute payment schedules, handle credit and collectors, maintain financial records, and ability to work independently.

Other: computer, oral skills, and ability to read & comprehend information quickly.

Training Sources

Training can be obtained in vocational schools and postsecondary institutions, and colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

6021 National Commercial Banks

6022 State Commercial Banks

6141 Personal Credit Institutions

6162 Mortgage Bankers and Correspondents

Others

Recruitment Methods

80%	Walk-in Applicants
67%	Employee Referrals
60%	Newspaper Ads

ES 931050

9 Employers Surveyed

173 Jobs Represented

7% Female

93% Male

Description

Machine Builders and Other Precision Machine Assemblers construct, assemble, or rebuild machines or equipment, such as engines, turbines, oil field, rolling mill, textile, woodworking, paper, printing, food wrapping machinery, or offices machines. They fit or assemble components or subassemblies; install moving parts; and assemble system of gears by aligning and meshing gears in gearbox. They may test or assist in testing operation of completed product.

Alternate Job Titles

No alternate job titles were reported.

Benef	Benefits						
	Employer Pays All	Employee Pays All	Shared Cost				
	FT	FT	FT				
Medical	44%	0%	56 %				
Dental	0%	22%	44%				
Vision	0%	22%	11%				
T .C	440/	00/	4.407				

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	44%	0%	56 %
Dental	0%	22 %	44%
Vision	0%	22%	11%
Life	11%	0%	44%
Sick Leave	22%	0%	22%
Vacation	78 %	0%	22%
Retirement	0%	6 %	56 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

78% Promote

22% Don't Promote

Promotional opportunities may lead to positions such as Leadperson, Foreman, Supervisor, and Customer Service Rep.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$7.80	\$6.60
New, Experienced Union	\$6.50 to \$10.00	\$8.00
3 Years with Firm Union	\$9.00 to \$13.75	\$11.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	99	1	0	0
Average Hours per week	40	32	0	0

Shifts

100% of the employers had day-shift; 13% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications.

Employment Trends

EDD Projections

2000 Size: Large - Approximately 180 employees 2000 Growth Rate: 21.4% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 70 Job openings

Turnover: 8 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	44%	11%	44%	7	
If Required or Preferred, Is Experience in other Occupations Accepted?	40%		60%	6	Within Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	6	

Technical / Vocational Training Required	0%	0%	100%	0	

Education

Minimum level of education required by employers when hiring an applicant:

67%	Less than High School
33%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: possession of mechanical skills; ability to analyze blueprints, technical drawings, maintain specialized manufacturing equipment, diagnose mechanical problems in industrial equipment, rebuild power machines, repair measuring/control devices, work independently, under pressure, and use hand/power tools.

Important: ability to assemble gear systems, small objects/parts, fit bearings, lift at least 100 lbs., inspect and test parts and accessories, work as a part of a team.

Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

3585 Refrigeration and Heating Equipment

3556 Food Products Machinery

Recruitment Methods

89%	Newspaper Ads
78%	Employee Referrals
78%	Walk-In Applicants



ES 851190

15 Employers Surveyed

122 Jobs Represented

0% Female

100% Male

Description

Machinery Maintenance Mechanics repair and maintain the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Their duties include repairing in accordance with diagrams, operating manuals, or manufacturer's specifications, machinery and mechanical equipment, such as pumps, conveyor systems, and motors. Does not include Millwrights and Mobile Heavy Equipment Mechanics such as crane, grader, or conveyor mechanics.

Alternate Job Titles

Mechanic.

Bener	its
	En

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33 %	0%	47 %
Dental	13%	0%	33%
Vision	13%	0%	7%
Life	27 %	0%	33%
Sick Leave	47 %	0%	7%
Vacation	73%	0%	7%
Retirement	33%	0%	7%
Child Care	0%	0%	0%
Other	7 %	0%	40%

Other: 401 K Plan, Profit Sharing, and Holidays.

Promotional Opportunities

60% Promote

40% Don't Promote

Promotional opportunities may lead to positions such as Foreman, Journeyman, and to a higher level of Mechanic.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$7.00 to \$14.00	\$10.00
3 Years with Firm Union	\$9.00 to \$17.00	\$13.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 27% had swingshift; 13% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Applicable

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Large - Approximately 160 employees 1999 Growth Rate: 5.5% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 80 Job openings

Turnover: 1 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		87%	24	Electrical and Mechanical Maintenance.
If Required or Preferred will Training Substitute For Experience?	20%		80%	17	

Technical / Vocational Training Required	7%	7%	87%	18	Electrical, Refrigeration, and Equipment Maintenance
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Education

Minimum level of education required by employers when hiring an applicant:

80%	Less than High School
20%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of used parts and determine changes in dimensional requirements using measuring instruments and good hearing skills to locate causes of trouble; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

Important: knowledge of materials for production & manufacturing; ability to adjust functional parts of devices and control instruments, repair electrical equipment, and lubricate and clean parts.

Other: knowledge of purchase orders for parts & machines and work in a timely manner; ability of report writing skills.

Training Sources

Training can be obtained through 2-year technical or community college, and secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

2084 Wines, Brandy, and Brandy Spirits

8062 General Medical & Surgical Hospital

3221 Glass Containers

3589 Service Industry Machinery, NEC

Others

Recruitment Methods

93%	Walk-in Applicants	
67%	Newspaper Ads	
53% Employee Referrals		

Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Alternate Job Titles

Machine Operator.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	41%	0%	41%
Dental	18%	0%	18%
Vision	6 %	0%	12%
Life	18%	0%	18%
Sick Leave	53 %	0%	0%
Vacation	82 %	0%	0%
Retirement	29%	0%	6%
Child Care	6 %	0%	0%
Other	12%	0%	24%

Other: 401 K Plan.

Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Machine Operator, Foreman, Welder, Journeyman, and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$8.91	\$7.25
New, Experienced Union	\$6.25 to \$11.25	\$8.25
3 Years with Firm Union	\$7.25 to \$13.60	\$11.00

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	85	1	0	13
Average Hours per week	40	24	0	40

Shifts

100% of the employers had day-shift; 26% had swing-shift; 16% had graveyard-shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Large - Approximately 160 employees **1999** Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 60 Job openings

Turnover: 9 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	21%	21%	28	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	12	Vocational School.
If Required or Preferred will Training Substitute For Experience?	27%		73%	7	

Technical / Vocational Training Required	0%	5%	95%	12	Welder, Fabricator, and Machine
					Operator

Education

Minimum level of education required by employers when hiring an applicant:

74%	Less than High School
26%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge characteristics of metals, safe work environment, setup specialized machines for metal manufacturing, inspect components during manufacturing, and coordinate production materials & processes; ability to apply technical information to manufacturing & industrial activities, assemble metal components, use hand/power tools, read technical drawings & specifications, read blueprints, operate lathes, and combination weld.

Important: knowledge of estimate materials for production & manufacturing; ability to apply metal shaping processes, drawing tool, and hand tap metal, wood or other material.

Other: knowledge of layout machining projects; ability to mix and apply protective coatings to products, move and lift heavy objects, and operate buff/polishing machine.

Training Sources

Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

- 3556 Food Products Machinery
- 3589 Service Industry Machinery, NEC
- 3599 Industrial Machinery, NEC
- 3585 Refrigeration and Heating Equipment Others

Recruitment Methods

95%	Walk-in Applicants
79%	Newspaper Ads
53%	Employee Referrals, Word of Mouth, and PIC

ES 851320

15 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

52 Jobs Represented

Median

\$7.04

\$8.40

\$10.75

17% Female

Range

\$6.25 to \$9.00

\$6.50 to \$12.00

\$7.50 to \$15.00

83% Male

Description

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines. Mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Alternate Job Titles

Welder Helper, General Facility Maintenance, and Building Crafts & Maintenance Worker.

Benefits						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	27%	0%	47 %			
Dental	20%	0%	40%			
Vision	7%	0%	33%			
Life	0%	0%	27%			
Sick Leave	33%	0%	13%			
Vacation	40%	0%	27%			
Retirement	7%	0%	33%			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	87	6	4	4
Average Hours per week	40	21	16	40

Other

Child Care

Promotional Opportunities

0%

0%

47% Promote

53% Don't Promote

0%

0%

0%

0%

Promotional opportunities may lead to positions such as Manager, Supervisor, Assistant Manager, Fork Lift Operator, Welder, Maintenance Engineer, and to a Senior level.

Shifts

100% of the employers had day-shift; 13% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult

Inexperienced: Moderately Difficult

Computer Software Sought

Few employers prefer applicants who are skilled in specific software within its industry, and/or in word processing applications.



2001 Size: Very Large - Approximately 300 employees

2001 Growth Rate: 3.8% - Average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 120 Job openings

Turnover: 15 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	53%	27%	20%	20	
If Required or Preferred, Is Experience in other Occupations Accepted?	58%		42%	19	Construction Trade, Electrical, and Handy Man Worker.
If Required or Preferred will Training Substitute For Experience?	42%		58%	0	

Technical / Vocational Training Required	93%	9%	7%	4	Construction Trade.

Education

Minimum level of education required by employers when hiring an applicant:

67%	Less than High School
33%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of arc welding, gas welding, painting, carpentry, electrical repair, electronics and hazardous materials, and plumbing; possession of basic math; ability to read blueprints, operate power hand tools, do cement work, repair and install heating and air conditioning systems, and read and follow instructions.

Important: possession of oral communication skills; ability to lift at least 50 lbs repeatedly, write legibly, and work independently.

Other: knowledge of swimming pool maintenance.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

- 821 Elementary and Secondary Schools
- 322 Glass and Glassware, Pressed or Blo
- 701 Hotels and Motels
- 653 Real State Agents and Managers
- 833 Job Training and Related Services

Others

Recruitment Methods

73%	Walk-in Applicants
67%	Newspaper Ads
60%	Employee Referrals

Description

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	14%	0%	86%
Dental	7 %	7%	79 %
Vision	7%	7%	36%
Life	7%	0%	43%
Sick Leave	64%	0%	21%
Vacation	79 %	0%	21%
Retirement	29%	0%	57 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$14.86 to \$14.86	\$14.86
New, Experienced Union	\$17.35 to \$27.00	\$23.00
3 Years with Firm Union	\$20.55 to \$31.65	\$27.33

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	93	0	7	0
Average Hours per week	40	0	40	0

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in spreadsheet applications. Most prefer applicants who are skilled in word processing applications. Many employers prefer applicants who are skilled in specific software as Computer Aided Design.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 50 employees **2000** Growth Rate: 14.3% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 40 Job openings

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	13%	0%	36	
If Required or Preferred, Is Experience in other Occupations Accepted?	60%		40%	31	Maintenance, Mechanic, Designer, Drafter, and Engineer
If Required or Preferred will Training Substitute For Experience?	20%		80%	28	

Technical / Vocational Training Required	13%	7%	80%	28	Maintenance, Drafting, and Me- chanical Engineering
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
13%	HS or Equivalent
0%	Associate Degree (2 years)
87%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Some jobs within this occupation may require licensing, depending on the specialty or whether or not their actions may affect the public.

Desired Qualifications Based on Employers Responses

Essential: knowledge of computer aided design (CAD), geometry, algebra or advanced statistics; possession of written, verbal communication, and speaking, and analytical skills; ability to read blueprints, research designs of mechanical systems, and customize design proposals. **Important:** possession of problem-solving, reading and comprehension skills, creativity, and attention to detail; ability to work under pressure, meet deadlines, work as a part of a team, and ability to lift at lest 35 lbs.

Other: ability to work occasional periods of overtime; responsible and motivational.

Training Sources

There is no universal way to prepare for a job for this occupation. Relevant work experience is very important. Since employers generally look for experience. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

3556 Food Products Machinery

2084 Wines, Brandy, and Brandy Spirits

2033 Canned Fruits and Vegetables

3589 Service Industry Machinery

Others

Recruitment Methods

93%	Newspaper Ads
60%	Employee Referrals
27%	Colleges & Universities; Private Employment Agencies

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	45 %	0%	45%
Dental	9%	9%	36 %
Vision	18%	0%	0%
Life	27%	0%	9%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	36 %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunities may lead to positions such as Billing Clerk, Receptionist, and Medical Secretary.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$13.50	\$7.00
New, Experienced Union	\$6.48 to \$ 8.50	\$7.25
3 Years with Firm Union	\$7.50 to \$10.79	\$9.13

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	82	18	0	0
Average Hours per week	40	21	0	0

Shifts

92% of the employers had day-shift; 8% had swing-shift; 0% had graveyard- shift, and 8% had Other-shift (9 am to 7 pm).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

Most employers prefer applicants who are skilled in word processing applications. Many employers prefer applicants who are skilled in database applications and Medical Manager software.

Employment Trends

EDD Projections

1999 Size: Small - Approximately 50 employees **1999** Growth Rate: 14.3 - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 2 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	58%	25%	17%	13	
If Required or Preferred, Is Experience in other Occupations Accepted?	67%		33%	13	Medical Terminology and Medical Records Training.
If Required or Preferred will Training Substitute For Experience?	70%		30%	6	

Technical / Vocational Training Required 25% 0% 75% 7 in Medical field or Receptionist
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Education

Minimum level of education required by employers when hiring an applicant:

17%	Less than High School
75%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
8%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of alpha & numeric systems and medical insurance systems; ability to use coding and abstract data in automated medical records system, compile/maintain medial records, record medical histories, maintain/manage records, post medical insurance billings, and perform secretarial duties in health care setting.

Important: knowledge of understand government medical billing regulations and grammar, punctuation & spelling; ability to use of office equipment in support of medical practice/services.

Other: ability to process/prepare business forms, use computer, and operate business machines.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

8049 Offices of Health Practitioners, NEC

Training Sources

Training can be obtained through 2-years technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

92%	Walk-in Applicants
67%	Employee Referrals
67%	Newspaper Ad

MEDICAL SECRETARIES

Description

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence using a typewriter, as well as preparing and sending bills to patients, or recording appointments.

Alternate Job Titles

Medical Receptionist.

Benefits

	Employer Employee Pays All Pays All		Shared Cost
	FT	FT	FT
Medical	44%	0%	38 %
Dental	25%	0%	31%
Vision	13%	0%	6%
Life	19%	0%	19%
Sick Leave	94%	0%	0%
Vacation	94%	0%	0%
Retirement	31%	0%	6%
Child Care	0%	0%	0%
Other	25%	0%	0%

Other: 401 K Plan and Profit Sharing.

Promotional Opportunities

25% Promote

75% Don't Promote

Promotional opportunity may lead to a position such as Medical Assistant.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$ 8.06	\$7.00
New, Experienced Union	\$5.75 to \$8.25	\$6.75
3 Years with Firm Union	\$7.00 to \$10.00	\$8.13

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	93	7	0	0
Average Hours per week	40	20	0	0

Shifts

94% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 6% had Other-shift (9 am to 7 pm).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in Medical Manager software and PTOS Program.

Employment Trends

EDD Projections

1999 Size: Medium - Approximately 50 employees **1999** Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 10 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	19%	13%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	93%		7%	10	Medical Secretary.
If Required or Preferred will Training Substitute For Experience?	64%		36%	8	

Technical / Vocational Training Required	0%	6%	94%	6	Receptionist or in a Medical envi-
					ronment

Education

Minimum level of education required by employers when hiring an applicant:

13%	Less than High School
88%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: ability to schedule appointments, manage medical records, make appointments, compile/maintain medical records, prepare business correspondence, use coding and abstract data in automated medical records system, and transcribe information as part of administrative support.

Important: knowledge of inventory, medical supplies & instruments, and maintain libraries; ability to compose business correspondence and operate business machines.

Other: knowledge of correct grammar, punctuation & spelling and interpersonal communication techniques; ability to use computer.

Training Sources

Training can be obtained in various ways, from high school vocational education programs, to 1-to 2-year programs offered by business schools, vocational-technical institutes, and community colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

8011 Offices and Clinics of Medical Doctor8021 Offices and Clinics of Dentists

Recruitment Methods

88%	Walk-in Applicants
75%	Newspaper Ads and Word of Mouth
75%	Word of Mouth

150080 ES

4 Employers Surveyed

6 Jobs Represented

83% Female

17% Male

Description

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

Alternate Job Titles

Nursing Supervisor.

Benefits

	Employer Employee Pays All Pays All		Shared Cost
	FT	FT	FT
Medical	25 %	0%	75 %
Dental	25%	0%	75 %
Vision	50 %	0%	0%
Life	50 %	0%	0%
Sick Leave	75 %	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

25% Promote

75% Don't Promote

Promotional opportunity may lead to a position such as Coordinator.

Wages		
	Range	Median
New, No Experience Union		
New, Experienced Union	\$9.00 to \$21.15	\$13.88
3 Years with Firm Union	\$11.00 to \$ 25.89	\$17.99

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 25% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Not Applicable

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications. Most employers prefer applicants who are skilled in spreadsheet applications.

Employment Trends

EDD Projections

1999 Size: Medium - Approximately 60 employees 1999 Growth Rate: 14.3% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 50 Job openings

Turnover: 0 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	100%	0%	0%	14	
If Required or Preferred, Is Experience in other Occupations Accepted?	25%		75%	60	RN License and Medical Management.
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational Training Required	75%	25%	0%	21	RN Clinical Level III
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
25%	HS or Equivalent
50%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
25%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of accounting principles, emergency management concepts, institutional care procedures, medical insurance e systems, nursing & pharmacological terminology; government health care facility regulations, and facility management techniques; possession of interpersonal communication procedures and organizational procedures; ability to keep records & maintain files.

Important: knowledge of business management concepts, advanced business math, and safe waste disposal procedures; possession of computer literacy.

Other: knowledge of correct grammar, punctuation & spelling; ability to resent oral reports on health & medical issues.

Training Sources

Training can be obtained through 2-year technical or community college; 4-year college or university, and secondary school with vocational programs. There are also some certificate or diploma programs, generally lasting less than 1 year, in health administration and in medical office management. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

8093 Specialty Outpatient Clinics, NEC

9030 Local Government

Recruitment Methods

75%	Newspaper Ads
50%	School, Program Referrals
50%	Walk-In Applicants

Description

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	7 %	0%	87 %
Dental	0%	7%	40%
Vision	0%	0%	0%
Life	0%	7%	0%
Sick Leave	47%	0%	7%
Vacation	93%	0%	7%
Retirement	0%	0%	20%
Child Care	0%	0%	7%
Other	0%	0%	0%

Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Administrative Support, and House Manager.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$6.50	\$6.00
New, Experienced Union	\$6.25 to \$8.50	\$7.50
3 Years with Firm Union	\$8.25 to \$10.50	\$9.25

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	90	8	2	0
Average Hours per week	40	24	10	0

Shifts

93% of the employers had day-shift; 13% had swing-shift; 7% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding quali-

fied applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2000 Size: Not available

2000 Growth Rate: Not available 2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 19 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	20%	7%	73%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	6	Medical Industry and CNA
If Required or Preferred will Training Substitute For Experience?	75%		25%	3	

Technical / Vocational Training Required 13% 0% 87% 5 CNA Program

Education

Minimum level of education required by employers when hiring an applicant:

60%	Less than High School
40%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of geriatrics, social work, and processes for providing customer and personal services; possession of reliable vehicle, valid driver's license, organizational and time management skills, and verbal communication skills; ability to work independently, handle crisis situation, work under pressure, and stand continuously for 2 or more hours.

Important: knowledge in CPR and first aid techniques; possession of multi-familiarity, record keeping skills, and problem solving; ability to perform routine, repetitive work, basic mathematical calculations, and lift at least 100 lbs.

Other: possession of writing skills; ability to perform strenuous, physically demanding work, and attention to detail.

Training Sources

Trainees usually develop the necessary skills on the job.

Where the Jobs Are

SIC Description

8062 General Medical and Surgical Hospital

8322 Individual and Family Services

8361 Residential Care

Recruitment Methods

100%	Walk-iIn Applicants
100%	Word of Mouth
80%	Employee Referrals



OES 130050

15 Employers Surveyed

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

16 Jobs Represented

Median

\$8.76

\$17.07

\$20.75

56% Female

Range

\$8.52 to \$9.00

\$10.00 to \$25.31

\$12.00 to \$35.21

44% Male

Description

Personnel, Training and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

Alternate Job Titles

Human Resources Manager, Human Resources Administrator, and Assistant Vice President.

Benefits						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	27%	0%	73%			
Dental	20%	0%	67 %			
Vision	20%	0%	47%			
Life	20%	0%	53%			
Sick Leave	60%	0%	33%			
Vacation	53%	0%	33%			

Hours						
	Full Time	Part Time	Temp or On Call	Seasonal		
% of all Employees	100	0	0	0		
Average Hours per week	40	0	0	0		

Other

Retirement

Child Care

Promotional Opportunities

53%

0%

0%

20% Promote

80% Don't Promote

0%

0%

0%

20%

0%

0%

Promotional opportunities may lead to positions such as Director, Manager, and Shift Supervisor.

Shifts

100% of the employers had day-shift; 7% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications. Almost all prefer applicants who are skilled in spreadsheet applications. Most employers prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 45 employees **2000** Growth Rate: 9.5% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 6 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	87%	7%	7%	42	
If Required or Preferred, Is Experience in other Occupations Accepted?	14%		86%	18	Payroll and Human Resources
If Required or Preferred will Training Substitute For Experience?	7%		93%	2	

Technical / Vocational Training Required	7%	0%	93%	24	Technical
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
27%	HS or Equivalent
7%	Associate Degree (2 years)
60%	Bachelor's Degree (4 years)
7%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of changing regulations and legislation affecting hiring practices, occupational safety and health standards and practices, and grievance procedures; possession of personnel recruiting skills, understanding of labor relations practices, negotiation skills, supervisory skills, and understanding of collective bargaining processes; ability to communicate with people of various backgrounds, plan and organize the work of others, develop and coordinate personnel programs and policies, and ability to screen and test applicants.

Important: knowledge of industry trends, and interviewing techniques; possession of organizational & time management skills, and oral skills; ability to motivate others, work independently, and work under pressure.

Other: possession of book record skills, problem solving skills, and English grammar and spelling skills; ability to work on weekends, handle crisis situations, and perform routine & repetitive work.

Training Sources

College and universities offer undergraduate programs that can prepare a person for this occupation. However, the program of study would vary depending on the industry and the natures of the job. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

2421 Sawmills and Planning Mills, General

2759 Commercial Printing, NEC

4813 Telephone Communications, Exc Radio
Others

Recruitment Methods

93%	Newspaper Ads
60%	Employee Referrals
47%	In-House Promotion or Transfer

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost	
	FT	FT	FT	
Medical	10%	0%	80%	
Dental	10%	0%	60%	
Vision	10%	0%	30%	
Life	30%	0%	60%	
Sick Leave	30%	0%	40%	
Vacation	50 %	0%	40%	
Retirement	50 %	0%	20%	
Child Care	0%	0%	0%	
Other	0%	0%	10%	

Promotional Opportunities

70% Promote

30% Don't Promote

Promotional opportunities may lead to positions such as Manager and Pharmacist II.

Wages					
	Range	Median			
New, No Experience Union	\$21.58 to \$37.00	\$26.37			
New, Experienced Union	\$23.97 to \$44.00	\$28.89			
3 Years with Firm Union	\$29.25 to \$45.25	\$36.80			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	42	16	42	0
Average Hours per week	41	26	11	0

Shifts

90% of the employers had day-shift; 30% had swing-shift; 0% had graveyard- shift, and 10% had Other-shift (9 am to 9 pm).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

Most employers prefer applicants who are skilled in specific software within the industry. Many prefer applicants who are skilled in word processing applications. Few employers prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 50 employees **2000** Growth Rate: 9.5% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 4 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	30%	60%	10%	14	
If Required or Preferred, Is Experience in other Occupations Accepted?	11%		89%	12	Medical Trade
If Required or Preferred will Training Substitute For Experience?	0%		100%	0	

Technical / Vocational Training Required 90% 0% 10% 38 License
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
70%	Bachelor's Degree (4 years)
30%	Graduate Study

Licensing / Certifications

Pharmacist License. Applicants must have graduated from recognized college of pharmacy with B.S. in Pharmacy or equivalent; 1,500 hours of internship experience; and pass examination. Note: 1,000 of the 1,500 hours total internship requirement must be completed prior to licensure examination. Training can be obtained in postsecondary institutions, and colleges.

Desired Qualifications Based on Employers Responses

Essential: knowledge of uses/effects of drugs, composition of drugs, properties of drugs, mixing, packing, and labeling pharmaceuticals, controlled substances, and disposal of hazardous waste; possession of customer service skills and investigation techniques; ability to calculate dosages, interpret prescriptions, maintain records, charge system, inventory, and control records for radioactive substances.

Important: ability to interpret written prescriptions, label/store pharmaceutical formulas, use cash registers, and spreadsheet software.

Where the Jobs Are

Description SIC

8062 General, Medical & Surgical Hospital

5912 Drug Stores and Proprietary Stores

Training Sources

Training can be obtained in colleges. At least 5 years of study beyond high school are required to graduate from programs accredited by the American Council on Pharmaceutical Education. Refer to the Training Directory in this report for a list of service providers who offer related training programs. A Bachelor of Science (B.S.) in Pharmacy takes 5 years. A Doctor in Pharmacy normally requires 6 years. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

80%	Employee Referrals	
80%	Newspaper Ads	
50%	Walk-In Applicants	

Pharmacy Technicians fill orders fro unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33%	0%	53%
Dental	20%	0%	53%
Vision	27%	0%	40%
Life	27%	0%	33%
Sick Leave	80%	0%	0%
Vacation	87 %	0%	0%
Retirement	27%	0%	47%
Child Care	0%	0%	0%
Other	7%	0%	0%

Promotional Opportunities

20% Promote

80% Don't Promote

Promotional opportunities may lead to positions such as Store Manager, Pharmacy Technician Buyer, and Pharmacy Technician II & III.

Wages		
	Range	Median
New, No Experience	\$7.00 to \$10.00	\$8.07
Union	\$7.50 to \$14.21	\$10.00
New, Experienced	\$9.00 to \$11.50	\$9.75
Union	\$9.75 to \$15.00	\$11.00
3 Years with Firm	\$11.00 to \$16.00	\$12.00
Union	\$12.90 to \$16.75	\$13.75

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	92	5	3	0
Average Hours per week	40	25	18	0

Shifts

100% of the employers had day-shift; 20% had swing-shift; 7% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in specific pharmaceutical software within its industry.

Employment Trends

EDD Projections

2001 Size: Medium - Approximately 70 employees **2001** Growth Rate: 4.8% - Faster than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 20 Job openings

Turnover: 20 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	27%	40%	33%	14	
If Required or Preferred, Is Experience in other Occupations Accepted?	60%		40%	16	Pharmacy Clerk and Medical Field.
If Required or Preferred will Training Substitute For Experience?	80%		20%	9	

Technical / Vocational Training Required	67%	20%	13%	9	Pharmacy Technician Program.
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
93%	HS or Equivalent
7%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Licensing is administered by Board of Pharmacy. Applicants must have 1500 hours as a pharmacy clerk; one year and a minimum of 1500 hours performing duties of a pharmacy technician.

Desired Qualifications Based on Employers Responses

Essential: knowledge of chemical compounds; ability to complete and explain insurance forms, calculate weights and measurements, apply sterilization techniques, measure and calculate using metrics, accurately record and report information, and follow government, regulations & reporting requirements.

Important: ability to pay close attention to detail, work independently, read and follow directions, and oral communication skills.

Other: knowledge of cultural diversity; ability to use computer; and possession of oral communication skills

Training Sources

Training can be obtained through vocational schools, community and junior colleges. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

591 Drug Stores and Proprietary Stores

806 Hospitals

Others

Recruitment Methods

67%	Walk-in Applicants
53%	Employee Referrals
40%	In-House Promotion,Word of Mouth, and Referrals

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	50 %	0%	33%
Dental	50 %	0%	17%
Vision	83%	0%	0%
Life	67 %	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	67 %	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

33% Promote

67% Don't Promote

Promotional opportunity may lead to position such as Nurse Assistant.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$7.89	\$6.75
New, Experienced Union	\$6.25 to \$8.21	\$7.13
3 Years with Firm Union	\$7.25 to \$8.80	\$8.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	67	6	27	0
Average Hours per week	40	20	10	0

Shifts

100% of the employers had day-shift; 50% had swing-shift; 50% had graveyard-shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Insufficient Data Inexperienced: Moderately Difficult

Computer Software Sought

A few employers prefer applicants who are skilled in word processing, spreadsheets, database, and specific medical software applications.

Employment Trends

EDD Projections

2000 Size: Medium - Approximately 50 employees

2000 Growth Rate: Not available **2000** Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 23 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	17%	50%	33%	7	
If Required or Preferred, Is Experience in other Occupations Accepted?	25%		75%	6	Medical Industry
If Required or Preferred will Training Substitute For Experience?	100%		0%	7	

Fechnical / Vocational Training Required	83%	0%	17%	6	Certification
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

At the present time no formal State certification is required. However, a Phlebotomist must possess a letter documenting a minimum of 10 hours of training under a licensed physician or surgeon, demonstrating at least three successful venal punctures and three successful skin punctures.

Desired Qualifications Based on Employers Responses

Essential: knowledge of the medical procedures and conditions, anatomy and physiology of the circulatory system, specimen processing & handling procedures, and medical terminology; possession of blood drawing, infection control, and sterilization techniques; ability to apply sterilization techniques, take vital signs, and interact well with others. Important: possession of customer service, record keeping, and data entry skills; ability to give injections, and follow billing procedures. Other: knowledge of cultural diversity; possession of a customer service skills, work independently and as part of a team; ability to work nights, weekends & holidays.

Where the Jobs Are

SIC Description

No Available Data

Training Sources

Certificate and associate degree programs are offered at community and junior colleges, vocational-technical institutes, and other postsecondary institutions. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Employee Referrals
67%	Newspaper Ads
50%	School, Program Referrals & Word of Mouth

Police Patrol Officers maintain order, enforce lawns and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on floor or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court.

Alternate Job Titles

No alternate job titles were reported.

Benef	its		
	Employer Pays All	Employee Pays All	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	67 %
Sick Leave	67 %	0%	33%
Vacation	67 %	0%	33%
Retirement	33%	0%	67 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

100% Promote

Promotional opportunities may lead to positions such as Police Officer II, Sergeant, and Lieutenant.

Wages		
	Range	Median
New, No Experience	\$12.08 to \$15.54	\$13.81
Union	\$14.98 to \$14.98	\$14.98
New, Experienced	\$12.08 to \$16.11	\$14.09
Union	\$14.98 to \$14.98	\$14.98
3 Years with Firm	\$17.80 to \$18.41	\$18.11
Union	\$17.34 to \$17.34	\$17.34

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

67% of the employers had day-shift; 67% had swing-shift; 67% had graveyard-shift, and 33% had Other-shift (12 hrs shift).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Not Difficult

Shifts

Computer Software Sought

All employers prefer applicants who skilled in word processing applications and Job Specific Software.

Employment Trends

EDD Projections

1999 Size: Medium - Approximately 80 employees 1999 Growth Rate: 7.1% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 5 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A%		N/A%	N/A	Police Academy.
If Required or Preferred will Training Substitute For Experience?	0%		0%	N/A	

Technical / Vocational Training Required	100%	0%	0%	5	

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of foreign accents, public contact skills, variety of cultures, investigation techniques, conflict resolution skills, problem solving skills, verbal presentation skills, and analytical skills; possession of firearms qualifications card; ability to pass a psychological interview pass a physical performance test, pass a pre-employment medical examination, enforce laws, ordinances & regulations consistently, **Important:** knowledge of counseling techniques, investigation tech-

niques, surveillance techniques and rescue procedure. **Other:** knowledge of public safety hazards, follow/give instructions, supplement inmate counseling, and interviewing techniques.

Where the Jobs Are SIC Description

9020 State Government

9030 Local Government

Training Sources

Training can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

67%	Newspaper Ads	
67%	Walk-In Applicants	
33%	School, Program Referrals	

15 Employers Surveyed

22 Jobs Represented

36% Female

64% Male

Description

Purchasing Agents, except Wholesale, Retail and Farm Products, purchase raw or semi-finished materials for manufacturing. They also purchase machinery, equipment, tools parts, supplies, or services necessary for the operation of an establishment. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

Alternate Job Titles

Buyer, Material Manager, and Planner.

Benefits	

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	20 %	0%	80%
Dental	13%	7 %	73 %
Vision	7 %	7%	33%
Life	13%	0%	33%
Sick Leave	47 %	0%	20%
Vacation	73 %	0%	27%
Retirement	27%	0%	40%
Child Care	0%	0%	7%
Other	0%	0%	0%

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Manager and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$7.00 to \$11.99	\$8.00
New, Experienced Union	\$8.50 to \$17.26	\$14.00
3 Years with Firm Union	\$10.00 to \$25.00	\$18.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Very Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in word processing and database applications. Most employers prefer applicants who are skilled in spreadsheet applications.

Employment Trends

EDD Projections

2000 Size: Small - Approximately 40 employees **2000** Growth Rate: 4.8% Faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 5 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	67%	0%	33%	32	
If Required or Preferred, Is Experience in other Occupations Accepted?	80%		20%	22	Sales, Manufacturing and Production
If Required or Preferred will Training Substitute For Experience?	60%		40%	9	

		1			
Technical / Vocational Training Required	7%	13%	80%	8	Vendors Training and Electrical

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
60%	HS or Equivalent
27%	Associate Degree (2 years)
13%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of inventory control systems, materials requirement planning, and sales techniques; possession of oral communications skills, good business relationships, business math; ability to follow purchasing procedures, and assess and analyze market conditions. **Important:** possession of report writing skills, public contact skills, supervisory, and analytical skills; ability to work independently, work under pressure, and to read and follow instructions.

Other: knowledge of e-mail, fax, and world wide web.

Training Sources

Training can be obtained in technical schools, community college, and universities. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

- 3556 Food Products Machinery
- 3585 Refrigeration and Heating Equipment
- 5012 Automobiles and Other Motor Vehicles
- 2759 Commercial Printing, NEC

Others

Recruitment Methods

100%	Newspaper Ads
93%	Employee Referrals
33%	Walk-In Applicants

RECEPTIONISTS AND INFORMATION CLERKS

Receptionists and information clerks answer inquiries and obtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

Alternate Job Titles

Customer Service Representative, Reservation Clerk, Patient Service Representative, and Patient Coordinator.

Benef	its		
	Employer Pays All	Employee Pays All	Shared Cost

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	50 %	0%	25%
Dental	40 %	0%	20%
Vision	25 %	0%	10%
Life	25 %	5%	25%
Sick Leave	85 %	0%	0%
Vacation	90%	0%	0%
Retirement	40 %	0%	15%
Child Care	0%	0%	0%
Other	10%	0%	15%

Other: 401 K Plan and Holidays.

Promotional Opportunities

36% Promote

64% Don't Promote

Promotional opportunities may lead to positions such as Secretary, Office Manager, and Supervisor.

Wages		
	Range	Median
New, No Experience Union	\$5.75 to \$8.63	\$6.25
New, Experienced Union	\$5.75 to \$9.50	\$6.63
3 Years with Firm Union	\$6.00 to \$12.08	\$8.50

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	84	10	0	6
Average Hours per week	39	23	0	40

Shifts

95% of the employers had day-shift; 9% had swing-shift; 0% had graveyard- shift, and 5% had Other-shift (8 am to 8 pm).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Not Difficult

Computer Software Sought

Almost all employers prefer applicants who are skilled in Windows, Medical Manager, Network Reservation System, Disso-Master, DOS, Quicken, and word processing applications. Knowledge of spreadsheet and database applications are especially valuable for mbtain information for the general public (customers, visitors and other interested parties) concerning activities conducted at an establishment, lo

Employment Trends

EDD Projections

1999 Size: Large - Approximately 170 employees 1999 Growth Rate: 2.9% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 60 Job openings

Turnover: 12 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	27%	18%	55%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	11	Secretarial, Clerical and Insurance.
If Required or Preferred will Training Substitute For Experience?	80%		20%	7	

Technical / Vocational Training Required 5% 9% 86% 5 Secretary
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Education

Minimum level of education required by employers when hiring an applicant:

18%	Less than High School
82%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of interpersonal communication techniques, correct grammar, punctuation & spelling, and computer; possession of customer service skills; ability to interpret company rules/policies and prepare business correspondence.

Important: ability to follow/give instructions, operate business machines, operate multiple phone system, and speak second language fluently.

Other: knowledge of record keeping skills; ability to organize and work with detailed office.

Training Sources

Training can be obtained through 2-year technical or community college; private business; and secondary/adult school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8011 Offices & Clinics of Medical Doctor

8062 General Medical & Surgical Hospital

8021 Offices and Clinics of Dentists

8211 Elementary and Secondary Schools

8331 Job Training and Related Services

Others

Recruitment Methods

95%	Newspaper Ads
91%	Walk-In Applicants
41%	Employee Referrals/EDD

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Alternate Job Titles

School Nurse and Nurse Level I, II, III.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	29 %	7%	57 %
Dental	29%	0%	43%
Vision	36%	0%	7%
Life	36%	0%	0%
Sick Leave	93%	0%	0%
Vacation	86%	0%	0%
Retirement	50 %	0%	14%
Child Care	0%	7%	0%
Other	14%	0%	0%

Other: 401 K Plan.

Promotional Opportunities

31% Promote

69% Don't Promote

Promotional opportunities may lead to positions such as Charge Nurse, Head Nurse, Supervisor, Manager Suporter, and Clinic Coordinator.

Wages		
	Range	Median
New, No Experience Union	\$14.00 to \$ 17.65	\$16.00
New, Experienced Union	\$14.38 to \$22.66	\$17.74
3 Years with Firm Union	\$13.00 to \$27.12	\$20.00

Unionization is negligible for this occupation

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	58	13	29	0
Average Hours per week	40	22	11	0

Shifts

88% of the employers had day-shift; 19% had swing-shift; 13% had graveyard- shift, and 13% had Other-shift (12 hrs shift and flexible schedule).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Computer Software Sought

Most employers prefer applicants who are skilled in specific medical software. Many employers prefer applicants who are skilled in word processing. Some prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

1999 Size: Very Large - Approximately 540 employees **1999** Growth Rate: 21.7% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 490 Job openings

Turnover: 1 % annually, based on employers responses.

REGISTERED NURSES



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	50%	31%	19%	18	
If Required or Preferred, Is Experience in other Occupations Accepted?	27%		73%	24	RN License and Nursing Program.
If Required or Preferred will Training Substitute For Experience?	46%		54%	11	

Technical / Vocational Training Required	94%	0%	6%	15	LVN, Nurse or Home Health Aide
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
19%	HS or Equivalent
63%	Associate Degree (2 years)
19%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Licensed Registered Nurse. Applicants must complete a professional nursing program in approved school of nursing or by additional preparation by licensed vocational nurses or military corpsmen.

Desired Qualifications Based on Employers Responses

Essential: knowledge of medical tests or procedures, institutional care procedures, health/sanitation procedures, clinical problem solving techniques, body responses variations, interpersonal communication techniques, and patient observation procedures; possession of IV Certificate; ability to administer medications/treatments and analyze medical data/patient activity.

Important: knowledge of basic math skills; possession of oral communication skills; ability to maintain medical records, handle crisis situations, work independently, and work as a team.

Other: knowledge of variety of cultures; possession of second language fluency; ability to follow/give instructions.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

Others

Training Sources

Training can be obtained through 2-year technical or community college; private business; 4-year college or university, and adult school with vocational program. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

81%	Newspaper Ads
50%	Walk-In Applicants
38%	School, Program Referrals

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	100%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunity may lead to a position such as Patient Care.

Wages		
	Range	Median
New, No Experience Union	\$12.50 to \$13.50	\$12.96
New, Experienced Union	\$17.50 to \$17.50	\$17.50
3 Years with Firm Union	\$18.75 to \$20.00	\$19.42

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	81	0	19	0
Average Hours per week	40	0	10	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Insufficient Data Inexperienced: Not Difficult

Computer Software Sought

All employers prefer applicants who are skilled in database applications.

Employment Trends

EDD Projections

2000 Size: Not available

2000 Growth Rate: Not available 2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 0 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	11	

Technical / Vocational Training Required 100% 0% 11 License and Certification	Technical / Vocational Training Required	100%	0%	0%	11	License and Certification
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
100%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Respiratory Care Practitioner License. Applicants must graduate from a respiratory therapy school reviewed and approved by the Board. Applicants who have graduated must have received a C or better in each course in the respiratory curriculum and its prerequisites.

Desired Qualifications Based on Employers Responses

Essential: knowledge of biology, mathematics, chemistry, and physics; possession of Certificate; mechanical ability, and manual dexterity ability to compute medication dosages, and calculate gas concentrations, to detect complications in patients, provide personal services to patients, pay attention to detail, follow instructions, and work as part of team.

Where the Jobs Are

SIC Description

8062 General, Medical & Surgical Hospital

Training Sources

Training can be obtained through postsecondary level by hospitals, medical schools, colleges and universities, trade schools, vocational-technical institutes, and the Armed Forces. Most the programs last 2 years and leads to an associate Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Employee Referrals
100%	Newspaper Ads
100%	School, Program Referrals

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Alternate Job Titles

Fabricators, Shear Operator, Flamecutter, and Air Cond. Refrigeration Technician.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	14%	7%	57 %
Dental	7 %	0%	36 %
Vision	7 %	0%	21%
Life	14%	0%	7%
Sick Leave	21%	0%	0%
Vacation	71%	0%	7%
Retirement	14%	0%	21%
Child Care	0%	0%	7%
Other	0%	0%	0%

Promotional Opportunities

43% Promote

57% Don't Promote

Promotional opportunities may lead to positions such as Welder, Crew Leader, Fabricator, Air Conditioner Worker, and Senior Positions. Also, promotions or advancements may be enhanced if workers continue to broaden and improve their skills.

Wages		
	Range	Median
New, No Experience Union	\$6.50 to \$7.50	\$7.38
New, Experienced Union	\$7.25 to \$11.00	\$8.75
3 Years with Firm Union	\$10.50 to \$16.50	\$14.63

	Hours				
		Full Time	Part Time	Temp or On Call	Seasonal
% of all F	Employees	93	0	1	7
Average l per week		41	0	15	40

Shifts

93% of the employers had day-shift; 14% had swing-shift; 7% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

2001 Size: Very Large - Approximately 200 employees **2001** Growth Rate: 4.8% - Faster than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 30 Job openings

Turnover: 16 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	43%	21%	36%	17	
If Required or Preferred, Is Experience in other Occupations Accepted?	78%		22%	14	Welding, Production worker, Machine Shop Operator, Carpentry, Electrical, Plumbing, and Construction Trade.
If Required or Preferred will Training Substitute For Experience?	67%		33%	6	

Technical / Vocational Training Required	21%	14%	64%	7	Welding Program and Sheet Metal Program
Education			Desire	d Qualifications	Based on Employers Responses

Education

Minimum level of education required by employers when hiring an applicant:

21%	Less than High School
79%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Essential: knowledge of safe equipment operating practices; possession of good eye hand coordination, mechanical and spatial aptitudes, sheet metal working & welding skills, and manual dexterity; ability to use power hand tools.

Important: knowledge of shop math; ability to lift 50lbs. repeatedly, stand for prolonged periods, and work with close supervision.

Other: ability to read/follow instructions, work under pressure, and write legibly.

Licensing / Certifications

None.

Training Sources

Training can be obtained through apprenticeship program, which consists of 4 or 5 years of on-the-job training and a minimum of 144 hours per year of classroom instruction. Apprenticeship programs, administered in each area by the local Sheet Metal Joint Apprenticeship Committee, include practical work experience supplemented by related classroom instruction. A relatively small number of persons pick up the trade informally, usually by working as helpers to experienced sheet metal workers. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

358 Refrigeration & Service Machinery

344 Fabricated Structural Metal Product Others

Recruitment Methods

64%	Employee Referrals and Word of Mouth
64%	WDO, CALJobs, and Recruitment from sites
36%	Walk-in Applicants

Wages

Union

Union

Union

New, No Experience

New, Experienced

3 Years with Firm

Median

\$14.38

\$15.86

\$19.29

Range

\$14.38 to \$14.38

\$15.86 to \$\$15.86

\$19.29 to \$19.29

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

Alternate Job Titles

No alternate job tittles were reported.

Benefits							
	Employer Pays All	Employee Pays All	Shared Cost				
	FT	FT	FT				
Medical	100%	0%	0%				
Dental	100%	0%	0%				
Vision	100%	0%	0%				
Life	0%	0%	0%				
Sick Leave	100%	0%	0%				
Vacation	100%	0%	0%				
Retirement	0%	0%	100%				
Child Care	0%	0%	0%				
Other	0%	0%	0%				

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	100	0	0	0
Average Hours per week	40	0	0	0

Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as Sergeant and Lieutenant.

Shifts

100% of the employers had day-shift; 100% had swing-shift; 100% had graveyard-shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Applicable Inexperienced: Very Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections 1999 Size: Medium - Approximately

1999 Size: Medium - Approximately 70 employees **1999** Growth Rate: 2.4% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 20 Job openings

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	0%	100%	N/A	
If Required or Preferred, Is Experience in other Occupations Accepted?	N/A%		N/A%	N/A	Basic Law Enforcement Academy.
If Required or Preferred will Training Substitute For Experience?	0%		0%	N/A	

ional Training Required 100% 0% 4 Months
--

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
100%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of foreign accents, public contact skills, variety of cultured, firearms. weapons; possession of a firearms qualifications card; ability to pass a psychological interview, resolve conflicts, pass a physical performance test, pass a pre-employment medical examination, and use investigation techniques.

Important: knowledge of interviewing skills; ability to provide first aid/CPR auxiliary to related job duties and ability to enforce laws, ordinances & regulations.

Other: knowledge of conflict resolution techniques; ability to oral/written communication skills and active listening techniques.

Where the Jobs Are

SIC Description

9030 Local Government

Training Sources

Trained can be obtained through 2-year technical or community college. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	In-House promotion or Transfer
100%	Newspaper Ads
100%	Police Academy

50% Female

50% Male

Description

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports, Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Alternate Job Titles

Shipping & Receiving Worker, Inventory Control Technician, Customer Assistant, and Yard Worker.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	33%	0%	61%
Dental	22%	0%	50 %
Vision	17%	0%	28%
Life	28%	0%	28%
Sick Leave	61%	0%	0%
Vacation	89%	0%	0%
Retirement	22%	0%	6 %
Child Care	0%	0%	0%
Other	6%	0%	50%

Other: 401 K Plan.

Pı

Promotional Opportunities

53% Promote

47% Don't Promote

Promotional opportunities may lead to positions such as Machinist, Mechanic, Load Builder, and Supervisor.

Wages				
	Range	Median		
New, No Experience Union	\$5.75 to \$9.00	\$7.00		
New, Experienced Union	\$5.75 to \$9.97	\$7.00		
3 Years with Firm Union	\$7.00 to \$10.99	\$8.50		

Unionization is negligible for this occupation.

Hours					
	Full Time	Part Time	Temp or On Call	Seasonal	
% of all Employees	62	1	0	38	
Average Hours per week	41	23	0	40	

Shifts

95% of the employers had day-shift; 21% had swing-shift; 16% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult

Inexperienced: Moderately Difficult

Computer Software Sought

All employers prefer applicants who are skilled in word processing applications.

Employment Trends

EDD Projections

1999 Size: Very Large - Approximately 220 employees

1999 Growth Rate: 3.3% - Average 1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 50 Job openings

Turnover: 3 % annually, based on employers responses.



	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	11%	0%	89%	24	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	N/A	
If Required or Preferred will Training Substitute For Experience?	0%		100%	N/A	

Technical / Vocational Training Required 0% % 100% N/A
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Education

Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
37%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

None.

Desired Qualifications Based on Employers Responses

Essential: knowledge of inventory & interpersonal techniques; ability to operate fork lift, package shipments, and organize goods/merchandise received into stock or inventory.

Important: knowledge of basic math and process/prepare forms; possession of customer service skills; ability to lift at least 50lbs. repeatedly. **Other:** knowledge of computers; possession of oral communication skills; ability to keep records, maintain files, and follow and read instructions.

Training Sources

Training can be obtained through private business, 2-year technical or community college, and adult/secondary school with vocational programs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

8062 General Medical & Surgical Hospital

5411 Grocery Stores

3585 Refrigeration and Heating Equipment

3556 Food Products Machinery

5211 Lumber and Other Building Materials

Others

Recruitment Methods

95%	Walk-in Applicants
63%	Newspaper Ads
58%	Word of Mouth/Window Ad

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under de direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Does not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery.

Alternate Job Titles

No alternate job titles were reported.

Benef		
	Employer	Employe

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	100%	0%	0%
Life	100%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

100% Promote

0% Don't Promote

Promotional opportunities may lead to positions such as RN and LVN (with further education).

Wages		
	Range	Median
New, No Experience Union	\$12.30 to \$14.36	\$13.33
New, Experienced Union	\$12.80 to \$17.68	\$15.24
3 Years with Firm Union	\$13.86 to \$20.55	\$17.21

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	83	13	4	0
Average Hours per week	40	20	10	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Insufficient Data Inexperienced: Not Difficult

Computer Software Sought

Both employers prefer applicants who are skilled in database applications. One employer prefers applicants who are skilled in word processing.

Employment Trends

EDD Projections

2000 Size: Not available

2000 Growth Rate: Not available 2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): Not available

Turnover: 4 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	50%	50%	12	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	100%		0%	12	

Technical / Vocational Training Required 100% 0% 12 Vocational and Certification	Technical / Vocational Training Required	100% 0	% 0%	12	Vocational and Certification
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
100%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Certification is voluntary by graduating from a formal program and passing a national certification examination. Continuing education or reexamination is required to maintain certification, which must be renewed every 6 years. Graduation from a Commission Accreditation of Allied health Education Programs (CAAHEP) is a prerequisite for a graduation.

Desired Qualifications Based on Employers Responses

Essential: knowledge of anatomy, medical terminology, and physiology, infection control, and surgical instruments; possession of certification and instrument sterilization skills, ability to check surgical equipment for proper operation, inventory surgical instruments, trouble-shoot and repair video equipment, to deal with trauma patients.

Important: possession of organizational skills; ability to follow oral technical instructions, handle crisis situations, apply transferring techniques moving patients, follow emergency procedures, and assisting in applying dressings.

Other: possession of oral communications skills; ability to work as a team, work weekends and holidays, interact well with patients and hospital staff, and ability to sit or stand for two or more hours.

Where the Jobs Are

SIC Description

8062 General, Medical & Surgical Hospital

Training Sources

Training can be obtained through 2-year technical or community college; vocational schools, universities, hospitals, and the military. Programs last 9 to 24 months. Shorter programs are designed for students who are already licensed practical nurses or military personnel with the appropriate training. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Newspaper Ads
100%	School, Program Referrals
100%	Walk-In Applicants

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academics, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.

Alternate Job Titles

No alternate job titles were reported.

Benefits

2 01101105					
	Employer Employe Pays All Pays All		Shared Cost		
	FT	FT	FT		
Medical	20%	0%	70 %		
Dental	20%	0%	70 %		
Vision	20%	0%	70 %		
Life	0%	0%	30%		

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	20%	0%	70 %
Dental	20%	0%	70 %
Vision	20%	0%	70 %
Life	0%	0%	30%
Sick Leave	90%	0%	0%
Vacation	60%	0%	0%
Retirement	10%	10%	50 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

20% Promote

80% Don't Promote

Promotional opportunities may lead to positions such as Administrator or Principal. However, advancement requires teaching experience, advanced study, and additional credentials.

Wages					
	Range	Median			
New, No Experience Union	\$12.56 to \$17.36	\$14.49			
New, Experienced Union	\$15.42 to \$19.00 \$13.63 to \$20.07	\$17.21 \$16.36			
3 Years with Firm Union	\$23.00 to \$26.85 \$15.01 to \$23.01	\$24.93 \$18.82			

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	94	4	2	0
Average Hours per week	40	19	10	0

Shifts

100% of the employers had day-shift; 10% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

Many employers prefer applicants who are skilled in word processing applications. Some prefer applicants who are skilled in spreadsheet and/or database applications.

Employment Trends EDD Projections

2001 Size: Very Large – Approximately 940 employees

2001 Growth Rate: 2.2% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 210 Job openings

Turnover: 4 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	40%	10%	50%	10	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	60%		40%	12	

Technical / Vocational Training Required	60%	0%	40%	12	Teaching Credential Program.
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
100%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

The requirements for a credential to teach in California public class-rooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

Desired Qualifications Based on Employers Responses

Essential: Knowledge of classroom management, audiovisual teaching techniques, grading standards, tutoring techniques, early childhood development, and variety of cultures; possession of State Teacher's Certification, oral communication skill, and patience; ability to administer first aid and write effectively.

Important: knowledge of problem solving techniques, record keeping and algebra; possession of artistic and musical skills.

Other: knowledge of counseling techniques; possession of Spanish language fluency; ability to analyze and solve problems, work long hours, and interact well with others.

Where the Jobs Are

SIC Description

821 Elementary and Secondary Schools

Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

	80%	Internet
ſ	70%	Newspaper Ads
I	30%	Colleges/Universities, and Word of Mouth

Secondary School Teachers instruct in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Does not include vocational high school teachers. Does not include special education teachers who teach only students with disabilities.

Alternate Job Titles

No alternate job titles were reported.

Benefits					
	Employer	Employee			

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	83%
Dental	0%	0%	83%
Vision	0%	0%	83%
Life	0%	17%	33%
Sick Leave	83 %	0%	0%
Vacation	0%	0%	0%
Retirement	0%	0%	67 %
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

0% Promote

100% Don't Promote

None of the employers surveyed promote their personnel. None of the employers surveyed promote their personnel. Advancements consists of regular salary increases that are usually tied to advanced study and teaching experience.

Wages		
	Range	Median
New, No Experience Union	\$13.58 to \$17.36	\$15.34
New, Experienced Union	\$19.00 to \$19.00 \$15.52 to \$22.12	\$19.00 \$16.30
3 Years with Firm Union	\$23.00 to \$23.00 \$17.04 to \$28.03	\$23.00 \$22.77

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	94	3	3	0
Average Hours per week	40	15	10	0

Shifts

100% of the employers had day-shift; 33% had swingshift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Employment Trends

Computer Software Sought

Many employers prefer applicants who are skilled in word processing applications. Some prefer applicants who are skilled in spreadsheet applications.

EDD Projections

2001 Size: Very Large - Approximately 400 employees 2001 Growth Rate: 3.3% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 310 Job openings

Turnover: 7 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	17%	33%	50%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	0%		100%	0	
If Required or Preferred will Training Substitute For Experience?	33%		67%	12	

Technical / Vocational Training Required	67%	0%	33%	12	Teaching Credential Program.

Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
100%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

The requirements for a credential to teach in California public class-rooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

Desired Qualifications Based on Employers Responses

Essential: knowledge of classroom management, audiovisual teaching techniques, grading standards, and variety of cultures; possession of State Teacher's Certificate, clean police record, oral communication skills, and patience; ability to administer emergency first aid, perform advanced mathematical computations, and work independently. **Important:** knowledge of problem solving techniques, possession of

Important: knowledge of problem solving techniques, possession of record keeping, public contact skills; ability to handle crisis situations, plan and organize the work of others, and write legibly.

Other: knowledge of counseling techniques; possession of Spanish language fluency; ability to work long hours, and work as part of a team.

■ Where the Jobs Are

SIC Description

821 Elementary and Secondary Schools

Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

83%	Internet
67%	Newspaper Ads
50%	Colleges, Universities, and Word of Mouth

Special Education Teaches teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

Alternate Job Titles

No alternate job titles were reported.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	0%	0%	100%
Dental	0%	0%	100%
Vision	0%	0%	100%
Life	0%	0%	0%
Sick Leave	100%	0%	0%
Vacation	100%	0%	0%
Retirement	100%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

Promotional Opportunities

100% Promote

0% Don't Promote

Promotional opportunity may lead to position such as Administrator.

Wages		
	Range	Median
New, No Experience Union	\$13.35 to \$13.35	\$13.35
New, Experienced Union	\$18.74 to \$18.74	\$18.74
3 Years with Firm Union	\$28.54 to \$28.540	\$28.54

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	83	17	0	0
Average Hours per week	40	25	0	0

Shifts

100% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Insufficient Data Inexperienced: Very Difficult

Computer Software Sought

The employer prefers applicants who are skilled in word processing, database and desktop applications.

Employment Trends

EDD Projections

2000 Size: Large - Approximately 120 employees **2000** Growth Rate: 6.1% - Much faster than average

2000 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 30 Job openings

Turnover: 0 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	0%	100%	0%	24	
If Required or Preferred, Is Experience in other Occupations Accepted?	100%		0%	12	Teaching
If Required or Preferred will Training Substitute For Experience?	100%		0%	60	

chnical / Vocational Training Required 0% 0% 100%	0	0%	0%	Technical / Vocational Training Required
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Education

Minimum level of education required by employers when hiring an applicant:

0%	Less than High School
0%	HS or Equivalent
0%	Associate Degree (2 years)
100%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

The requirements for a credential to teach in California public class-rooms are: For Five Year Preliminary: (1) BA degree; (2) Teacher Preparation Program; (3) California Basic Education Test (CBEST); (4) U.S. Constitution education; (5) Teaching of Reading; (6) Subject-Matter Competence (MSAT): For Professional Clear: (7) Fifth year of study including; special education, health education, and computer education course work (30) semester units. Credential is renewed about every five years with one-half of one year teaching experienced and 150 hours continuing education/staff development.

Desired Qualifications Based on Employers Responses

Essential: possession of CPR and first aid techniques, English grammar and spelling skills, verbal communication and writing skills, and supervisory skills; ability to work independently, perform basic mathematical calculations, perform repetitive work, and ability to handle crisis situations.

Important: possession of organizational and time management skills, problem solving, and record keeping; attention to detail, and multicultural familiarity.

Where the Jobs Are

SIC Description

8211 Elementary and Secondary Schools

Training Sources

Many colleges and universities offer graduate programs in teacher education. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Recruitment Methods

100%	Newspaper Ads
%	
%	

580280

15 Employers Surveyed

66 Jobs Represented

12% Female

88% Male

Description

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

Alternate Job Titles

Receiving & Transfer Dock Clerk, Material & Store Clerk, Retail Nursery Worker, Inventory Control Coordinator, and Warehouse & Inventory Control Technician.

Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	27%	0%	60%
Dental	13%	0%	53%
Vision	13%	0%	40%
Life	33%	0%	33%
Sick Leave	67 %	0%	0%
Vacation	73%	0%	0%
Retirement	40%	0%	27%
Child Care	0%	0%	0%
Other	7 %	0%	0%

Promotional Opportunities

80% Promote

20% Don't Promote

Promotional opportunities may lead to positions such as Supervisor, Manager, Operator, Merchandiser, Inventory Purchaser, Office Clerk, Sales Person, and Key Carrier. Also, promotions/ advancements may be dependent upon job opening availability which imply, in certain firms, employees can test for positions and be placed on a waiting certification list for interviewing.

Computer Software Sought

Some employers prefer applicants who are skilled in specific software within its industry. Few employers prefer applicants who are skilled in word processing and/or database applicantions.

Wages		
	Range	Median
New, No Experience Union	\$6.25 to \$9.00	\$7.00
New, Experienced Union	\$6.25 to \$16.78	\$7.50
3 Years with Firm Union	\$6.50 to \$19.18	\$11.67

Unionization is negligible for this occupation.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	88	8	2	3
Average Hours per week	40	32	4	45

Shifts

100% of the employers had day-shift; 7% had swing-shift; 7% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Not Difficult Inexperienced: Not Difficult

Employment Trends

EDD Projections

2001 Size: Large – Approximately 160 employees **2001** Growth Rate: 3.1% - Slower than average

2001 Madera County Growth: 4.1%

7 Years Projection: (1997-2004): 50 Job openings

Turnover: 14 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	13%	40%	47%	11	
If Required or Preferred, Is Experience in other Occupations Accepted?	75%		25%	15	Inspector Packer, Ordering & Purchasing Clerk, Counter and Stock Clerk, and Warehouse Worker.
If Required or Preferred will Training Substitute For Experience?	25%		75%	6	

Technical / Vocational Training Required	7%	0%	93%	12	On-the-job Training.
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Education

Minimum level of education required by employers when hiring an applicant:

33%	Less than High School
67%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Desired Qualifications Based on Employers Responses

Essential: knowledge of personal computers or computers terminals, inventory techniques, record keeping, and problem solving; ability to operate fork lift, lift at least 60 lbs. repeatedly, and use a calculator.

Other: ability to interact well with others, work under pressure, follow oral instructions, and write legibly.

Licensing / Certifications

None.

Where the Jobs Are

SIC Description

531 Department Stores

901 Federal Government

541 Grocery Stores

Others

Training Sources

Trainees usually develop the necessary skills on the job.

Recruitment Methods

60%	Employee Referrals and Walk-Inn Applicants
33%	In-House Promotion or Transfer and Newspaper Ads
20%	Private Employment Agencies and Word of Mouth



OES 971020

16 Employers Surveyed

133 Jobs Represented

2% Female

98% Male

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Alternate Job Titles

Pump Installer & Field Repair.

Donofite
Benefits

	Employer Pays All	Employee Pays All	Shared Cost
	FT	FT	FT
Medical	50 %	6 %	31%
Dental	25%	6 %	19%
Vision	13%	0%	13%
Life	50 %	0%	13%
Sick Leave	19%	0%	0%
Vacation	75 %	0%	0%
Retirement	38 %	6 %	0%
Child Care	0%	0%	0%
Other	50 %	0%	0%

Other: 401 K Plan.

Promotional Opportunities

6% Promote

94% Don't Promote

Promotional opportunity may lead to a position such as Boom Truck Operator.

Wages		
	Range	Median
New, No Experience Union	\$8.00 to \$11.25	\$9.00
New, Experienced Union	\$8.00 to \$13.75	\$10.00
3 Years with Firm Union	\$10.00 to \$16.25	\$12.00

In Madera County firms related to agricultural field tend to pay a percentage of the load, which is usually 25% to 28% of the load. Also, firms tend to pay per mile rather than by the load.

Hours				
	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	92	0	0	8
Average Hours per week	44	0	0	40

Shifts

63% of the employers had day-shift; 0% had swing-shift; 0% had graveyard- shift, and 38% had Other-shift (Flexible schedule depending on needs).

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Very Difficult Inexperienced: Very Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Very Large - Approximately 300 employees

1999 Growth Rate: 1% - Slower than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 50 Job openings

Turnover: 10 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	69%	31%	0%	19	
If Required or Preferred, Is Experience in other Occupations Accepted?	13%		88%	11	Class A License, and Truck School.
If Required or Preferred will Training Substitute For Experience?	6%		94%	2	

|--|

Education

Minimum level of education required by employers when hiring an applicant:

63%	Less than High School
38%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

All heavy truck drivers are required to obtain a special Commercial Driver's License (CDL) from the State in which they live. To qualify for a CDL, applicants must pass a knowledge test and demonstrate that they can operate a commercial truck safely. The U.S. Department of Transportation establishes minimum qualifications for truck drivers who are engaged in interstate commerce. A driver must be at least 21 years old and pass a physical examination. Good hearing, 20/40 vision with or without glasses or corrective lenses, normal use of arms and legs (unless a waiver is obtained), and normal blood pressure are the main physical requirements. In addition, drivers must take a written examination on the Motor Carrier Safety Regulations of the U.S. Department of Transportation.

Training Sources

Training can be obtained through private and public technical-vocational schools. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Desired Qualifications Based on Employers Responses

Essential: knowledge of safety procedure, record keeping, and driving log book; possession of good DMV record; ability to drive tractor-trailer trucks, long distance truck driving, loading/unloading freight, and lift at least 75 lbs.

Important: knowledge of basic mathematical computations and local streets; possession of map reading skills; ability to read/follow instructions, and read invoices.

Other: knowledge of weights and measurements; ability to complete forms and work independently.

Where the Jobs Are

SIC Description

4213 Trucking, except Local

4212 Local trucking, without Storage

Others

Recruitment Methods

94%	Walk-in Applicants
75%	Employee Referrals
56%	Word of Mouth

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Alternate Job Titles

Donofita

Autobody Technician and Maintenance & Reel Builder.

Wages		
	Range	Median
New, No Experience Union	\$6.00 to \$8.50	\$6.00
New, Experienced Union	\$6.50 to \$13.00	\$8.25
3 Years with Firm Union	\$8.50 to \$16.00	\$11.50

Benefits						
	Employer Pays All	Employee Pays All	Shared Cost			
	FT	FT	FT			
Medical	41%	0%	41%			
Dental	12%	0%	29%			
Vision	6 %	0%	18%			
Life	24%	0%	18%			
Sick Leave	53 %	0%	0%			
Vacation	100%	0%	0%			
Retirement	24%	0%	12%			
Child Care	0%	0%	0%			
Other	29%	0%	6 %			

Other	401	K	Plan	and	Holidays	

Promotional Opportunities

65% Promote

35% Don't Promote

Promotional opportunities may lead to positions such as into a higher level of Welding, Supervisor, Foreman, Estimator, and Senior Fabricator.

	Full Time	Part Time	Temp or On Call	Seasonal
% of all Employees	98	0	2	0
Average Hours per week	40	0	40	0

Shifts

Hours

100% of the employers had day-shift; 18% had swing-shift; 6% had graveyard- shift, and 0% had Other-shift.

Supply and Demand

Degrees of difficulty employers have in finding qualified applicants:

Experienced: Moderately Difficult Inexperienced: Moderately Difficult

Computer Software Sought

No computer skills were reported.

Employment Trends

EDD Projections

1999 Size: Large - Approximately 140 employees **1999** Growth Rate: 10% - Much faster than average

1999 Madera County Growth: 3.2%

7 Years Projection: (1995-2002): 90 Job openings

Turnover: 11 % annually, based on employers responses.

	Yes	Not Required But Preferred	No	Average Length (Months)	Type Of Experience or Training
Prior Experience in this Occupation Required	82%	12%	6%	25	
If Required or Preferred, Is Experience in other Occupations Accepted?	19%		81%	12	Welding, ICAR, and ASE
If Required or Preferred will Training Substitute For Experience?	19%		81%	9	

Technical / Vocational Training Required	0%	18%	82%	3	Machinist, Mechanic, and Fabri-
					cator

Education

Minimum level of education required by employers when hiring an applicant:

71%	Less than High School
29%	HS or Equivalent
0%	Associate Degree (2 years)
0%	Bachelor's Degree (4 years)
0%	Graduate Study

Licensing / Certifications

Certified Welder. A process whereby the employer sends a worker to an institution, such as an independent testing lab or technical school, to weld a test specimen to specific codes and standards required by the employer. The testing procedures are based on the standards and codes set by one of several industry associations with which the employer may be affiliated.

Desired Qualifications Based on Employers Responses

Essential: knowledge of metallurgical engineering principles, soldering techniques to electronics, metal shaping processes, and basic math; possession of Welder Certification; ability to operate precision measuring tools and equipment in industrial production, assemble metal components, combination weld, mechanical aptitude, and read blueprints/technical drawings.

Important: knowledge of quality assurance techniques, fabrication techniques, Basic math computations, and fire suppression methods in industrial emergencies; ability to gas weld, and use hand/power tools. **Other:** knowledge of record keeping, and understanding operating manuals; ability of report writing, and move & lift heavy objects.

Training Sources

Training can be obtained through 2-year technical or community college, and adult school with vocational program. The Armed Forces operate welding schools as well. Training can range from a few days of school or on-the-job training for low skilled positions to several years of school and 0on-thr-job training for highly skilled jobs. Refer to the Training Directory in this report for a list of service providers who offer related training programs.

Where the Jobs Are

SIC Description

3585 Refrigeration and Heating Equipment

7692 Welding Repair

3523 Farm Machinery and Equipment

5012 Automobiles and Other Motor Vehicle

Others

Recruitment Methods

94%	Walk-in Applicants
71%	Newspaper Ads
53%	Employee Referrals



Advanced Truck Driving School 5755 West Barstow Ste 103 Fresno, CA 93722 (559)451-0778 ADVNCDTRUCK@EARTHLINK.NET Business Productivity Group 1477 E. Shaw Ave., #140 Fresno, CA 93710 (559) 244-6300 http://www.bpginc.com

CA. School of Technology 5465 East Hedges Avenue Fresno, CA 93727 (559) 456-3902 www.caschooloftech.net Career Solutions 1330 Decoto Road Union City, Ca 94587 (510) 429-9170

Central Valley Opportunity Center (CVOC) P.O. Box 2307 Merced, CA 95344 (209) 383-2415 cvocplan@elite.net Federico Career College 5660 Blackstone Fresno, Ca 93710 (559) 432-4343

Five Rivers Truck School 2224 S. Maple Ave. Fresno, CA 93725 (559) 486-0740 Fresno Institute of Technology 731 W. Shaw Ave. Clovis, CA 93612 (559) 297-4500 www.fresnotech.com

Galen College 1325 North Wishon Fresno, CA 93728 (559) 264-9700 Golden State Business School 3356 S. Fairway Visalia, CA 93710 (559) 733-4040 www.goldenstatecollege.com



Goodwill of San Joaquin Valley 1077 E. Shaw Ave. Fresno, CA 93710 (559) 224-0162 www.goodwill-sjv.org

Hi-Tech Vocational Institute 2478 N. Marks Fresno, CA 93722 (559) 276-2886

Lyle's College of Beauty 6735 N. First Fresno, CA 93710 (559) 431-6060

Major Express Truck School 3342 N. Weber Ave Fresno, CA 93722 (559) 485-5949

Merced County Office of Education 632 W 16th Street Merced, CA 95358 (209) 381-6607 www.merced.k12.ca.us Heald College 255 West Bullard Fresno, CA 93704 (559) 438-4222 www.heald.edu

Lawrence College of Cosmetology 2440 Mc Call Avenue Selma, CA 93662 (559) 891-8108

Madera Adult School 26355 Ave. 13 Madera, CA 93637 (559) 675-4425 www.madera.k12.ca.us/mas.html

Merced College 3600 M Street Merced, CA 95340 (209) 384-6000 www.merced.cc.ca.us

Microcomputer Educational C 2002 N. Gateway Blvd. Fresno, CA 93727 (559) 456-0623 www.mced.com



Microsoft Education C 2002 N. Gateway Blvd. Fresno, CA 93727 (559) 456-0623 www.mced.com

National Training Institute 1755 N. Gateway Blvd. Fresno, CA www.ntiusa.com (559) 456-1522 www.ntiusa.com

Quality College Vocational Career 4565 N. Golden State Blvd. Fresno, CA 93705 (559) 497-5050 www.qualityschools.com

Sierra Valley Business College 4747 N. First Street Fresno, CA 93726 (559) 222-0947 www.sierravalleycollege.com

Tech Connect 2743 E. Shaw Ave., #101 Fresno, CA 93710 (559) 291-8880 www.fresno.tech-connect.com Mtma Schools, Inc 1313 P. Street Fresno, CA 93721 (559) 268-0938 mtmaschools.com

New Horizons Computer Learning 1630 E. Shaw Ave. #166 Fresno, CA 93710 (559) 241-0107 www.newhorizons.com

San Joaquin Valley College 4985 E. Anderson Fresno, CA 93710 (559) 448-8282 www.sjv.com

State Center Community College Reedley Coll. 995 N. Reed Reedley, CA 93654 (559) 448-4600 www.fresnocitycollege.com

The Fourth R of Fresno 5150 N. Sixth St. Suite 1 Fresno, CA 93701 (559) 241-0246



The Fourth R of Merced 2823 G Street Merced, CA 95340 (209) 383-4592 www.4thcrts.com

Valley Software Education Center 1702 E. Bullard, #103B Fresno, CA 93710 (559) 437-9825 vsec.org

Visalia Technical College 3240 N. Marks Ave Fresno, CA 93722 (559) 735-3170

Western Pacific Truck School 4565 N. Golden State Blvd. Fresno, CA 93722 (209) 472-1500 www.wptruckschool.com Truck Driving Academy 2757 S. Golden State Blvd. Fresno, CA 93725 (559) 233-4700 www.tdatraining.com

Valley Vocational College 3216 N. Marks Ave Fresno, CA 93722 (559) 443-5252

West Hills Community College 300 Cherry Lane Coalinga, CA 93210 (800) 266-1114 http://www.westhillscollege.com

